

Wayne-Finger Lakes BOCES School Library System Council Bylaws

Article 1 Name

The name of this organization shall be the Wayne-Finger Lakes BOCES School Library System Council.

Article 2 Role of the Council

The role of the Council is to:

- Propose, approve and implement The Plan of Service
- Monitor the progress of the School Library System
- Work with the Administrator to suggest and implement the goals of the group
- Suggest budget considerations

Article 3 Membership

Section 1 Members of the Council

The Council will be composed of 9 appointed members. The SLS Director will send out a letter soliciting applicants; the applicants are reviewed with Council Chair and Vice Chair who select the candidates. Candidates are appointed by the SLS Director.

Public School Membership

There will be 5 school library media specialists representing elementary, middle, and secondary levels: 2 elementary, 2 secondary and 1 district (K-12) librarian. These members will represent the entire System, not just individual school districts. There shall be no more than one Council member from a school district. Each member shall have one vote.

Administrative Membership

There shall be one school district administrator, to be selected by the Chief School Officers of the component school districts, according to procedures best suited to their organization. This member shall have one vote.

Public Library System Membership

There shall be one member from the Pioneer Library System. This member shall have one vote.

Post-Secondary Institution Membership

There shall be one member from one of the regional post-secondary institutions: Finger Lakes Community College or Hobart and William Smith Colleges, based on interest in participation and acceptance by the Council. This member shall have one vote.

Reference and Research Library Resource System Membership

There shall be one member from the Rochester Regional Library Council. This member shall have one vote.

School Library System Administrator

The School Library System Administrator shall be an ex-officio member of the Council.

Section 2 Terms of Service

Members on the Council shall serve a term of three-years with one-third of the representatives being selected each year. Council members may serve no more than two consecutive terms, unless no other nominees are available. If a vacancy occurs, a replacement shall be solicited to fill the unexpired term.

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Section 3 Meetings of the Council

The School Library System Council shall meet a minimum of four times a year, as specified in the Commissioner's Regulations. Minutes will be distributed to all Council members, SED Liaisons, BOCES Board and school district Communication Coordinators.

Section 4 Attendance

There shall be no more than two unexcused absences per year. An alternate representative may be sent, if necessary.

Article 4 Officers

Section 1

The council shall elect a Chair and Vice chair. These officers shall be elected for three-year terms and may be elected to no more than two successive terms per position.

Section 2 Chair

- The Chair shall develop an agenda and conduct all meetings of the Council in conjunction with the School Library System Director.
- The Chair shall work in close cooperation and communicate regularly with the School Library System Director and Communications Coordinators.
- The chair and vice-chair will assume office at the first fall meeting.

Section 3 Vice-Chair

- The Vice-Chair shall act in the absence of the Chair.
- The Vice-Chair shall assist the Chair in the performance of the duties of the Office of Chair.
- If the office of Chair becomes vacant during a term of office, the Vice-Chair shall succeed to the Office of Chair and complete the unexpired term.

Article 5 Committees

- Ad hoc committees may be created by the Council, in cooperation with the SLS Director.
- The SLS Director will advise and provide information to ad hoc committees as well as serve as an ex-officio member.

Article 6 Communications Coordinator

Role of Communications Coordinator

The function of the Communications Coordinators, individually and as a group, is to provide two-way communication within their districts and between the member libraries and the school library system.

Section 1 Representation

- Each participating district superintendent will appoint one certified School Library Media Specialist as its Communications Coordinator.

Section 2 Meetings of the Communications Coordinators

- The Communications Coordinators of the W-FL BOCES School Library System shall meet a minimum of four times a year.
- Each Communications Coordinator shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting, except as noted below.
- Special meetings of the Communications Coordinators may be called by the Council's presiding officers and/or the School Library System Director, whenever necessary.
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Section 3 Duties and responsibilities of Communications Coordinator

- Each Communications Coordinator shall attend all scheduled meetings. A Communications Coordinator should send an alternate representative if he/she is unable to attend.
- Each Communications Coordinator shall communicate the School Library System's programs and activities to the School Library Media Specialists, principals, and superintendent in their district.
- Each Communications Coordinator shall report annually to their administrator concerning activities of the School Library System.

- Each Communications Coordinator shall keep the Council informed as to the concerns and needs of their school district.

Article 7 Amendment of Bylaws

Section 1

All proposals for amending the bylaws must be submitted to the School Library System Council for its consideration.

Section 2

Written notice of changes must be sent to all Council members at least one week before the scheduled meeting.

Section 3

At the following regular meeting of the Council, the proposed amendment shall be voted upon.

Section 4

The proposed amendment shall become part of the By-laws immediately upon receiving a two-thirds vote of the Council membership and upon approval of the BOCES Board of Education.

Article 8 Quorum

Section 1

A quorum of the Council is 2/3 of the total voting membership of the Council.

Section 2

A quorum is required for voting purposes

THESE BY-LAWS ARE NOT INTENDED TO INTERFERE OR SUPERSEDE ANY STATE EDUCATION LAW, COMMISSIONER'S REGULATIONS, BOCES BOARD OF EDUCATION POLICY, OR LOCAL EDUCATION AGENCY POLICY.

Adopted 1/11/2006

Amended 3/19/2009

Amended and Approved 11/15/2011

Amended and Approved 09/26/2012

Amended and Approved 12/1/2015

