

**Broome-Tioga BOCES
School Library System Council**

BYLAWS

I. Name

This organization shall be called Broome-Tioga BOCES School Library System Council, hereafter referred to as the Council. The Broome-Tioga BOCES School Library System is hereafter referred to as the System.

II. Authority

The Council shall be the policy recommending body of the System, in compliance with Commissioner's Regulation 90.18. All official actions are subject to the approval of the Broome-Tioga BOCES Board of Education per Education Law 282-284 and Regulations of the Commissioner, 90.18.

III. Responsibility

- A. The Council shall be responsible for the development and monitoring of the Plan of Service.
- B. The Council shall recommend policy in the area of interlibrary loan, coordinated cooperative collection development, and other areas mandated in the Plan of Service to facilitate the operation and growth of the system per CR 90.18.
- C. The Council shall approve an annual budget, based on the State aid for the System's operations.

IV. Membership

- A. Representation – The Council shall be composed of the following:
 - Component public school districts (Each district will appoint one certified library media specialist to serve on Council). In districts where no certified library media specialist is available, an alternate may be appointed.

- Non-Public schools

In addition, the Council may include:

- One technology representative
- One higher education representative
- South Central Regional Library Council
- One administrator from a component school district
- One representative from a public library or public library system
- One curriculum/instructional representative

B. Ex Officio Membership – Ex-officio is defined as a non-voting participant on Council, e.g. System Coordinator/Director (BOCES employees)

C. Method of Appointment

1. Component school district members of The Council shall be appointed by the recommendation of their Chief School Officers.
2. Non-school district members shall be appointed by their associated institution.

D. Attendance at Council Meetings – Council members are expected to attend all meetings.

E. Voting – Each Council member shall have one vote and must be present at a meeting to have this vote counted. For any vote to be passed there must be a minimum of eight (8) affirmative votes. If there is more than one representative from a single school district present, only one may vote.

F. Term of Council Service – The term of office for a Council representative shall be three (3) years from July 1 to June 30. Expiration of terms shall be staggered among the membership, so that 1/3 of terms expire at the end of each school year. Reappointments are permitted.

G. Vacancies – All vacancies or unexpired terms of office shall be filled as per the Method of Appointment above.

V. Meetings

A. Schedule – The Council shall meet a minimum of four (4) times per year.

B. Quorum – A quorum shall consist of at least 51% of voting members of the Council at any regular or special meeting.

VI. Council Officers and Committees

A. The Council shall elect a Chairperson or Co-chairpersons by vote at the first meeting in each school year. A term of office is one academic year. An Officer may serve more than one term of office.

B. Duties of Council Chairperson (s) – Duties shall include, but not be limited to:

1. Review of Council meeting agendas with Coordinator/Director
2. Preside at Council meetings, facilitating and summarizing discussions.
3. Confirm membership attendance.
4. Solicit nominations for officers.
5. Solicit volunteers for committees.

C. Committees

1. Committees shall report regularly to the Council
2. Committees shall include:
 - a. Coordinated Cooperative Collection Development
 - b. Other committees – Other ad hoc committees will be formed as necessary to fulfill needs and requirements, e.g. Professional Development, Membership Self-Assessment, Budget, etc.
3. Committees are not limited to Council members. Committee chairs shall be Council members.

VII. Record of Council Meetings

The System Coordinator/Director shall record a summary of each meeting. Records of all meetings shall be kept at the System headquarters and on the School Library System website. Distribution will be to Chief School Officers, Council Members, Liaisons, et al. in a timely manner.

VIII. Amendments

- A. All proposals for amending the Bylaws must be submitted to the Council in writing for consideration at a scheduled meeting.
- B. At the following regular meeting of the Council, the proposed amendment shall be voted upon.
- C. The proposed amendment shall become part of the Bylaws, immediately upon receiving a two-thirds vote of Council members present.

IX. Savings Clause

These Bylaws are not intended to interfere or supersede New York State Education Department Regulations, Commissioner's Regulations, BOCES Board of Education Policy, or Local Education Agency Policy.

Revised by SLS Council January 20, 2016