

EASTERN SUFFOLK BOCES SCHOOL LIBRARY SYSTEM COUNCIL BY-LAWS

1. PURPOSE OF THE COUNCIL

- Section 1A. To recommend for approval the Plan of Service for submission to the BOCES Board of Education, which is responsible for submitting such plan to the State Education Department by due date.
- Section 1B. To recommend for approval the annual budget for submission to the BOCES Board of Education, which is responsible for submitting the annual budget to the State Education Department by due date.
- Section 1C. To review annually the effectiveness of the implementation of the Plan of Service as part of the annual report of the School Library System, which is transmitted to the State Education Department by due date.
- Section 1D. To carry out other duties as assigned or required.
- Section 1E. This Council will monitor progress of Eastern Suffolk BOCES School Library System.
- Section 1F. This Council advises the director on system functions.
- Section 1G. This Council will promote communication and advocacy among members and throughout the school districts.

2. COUNCIL MEMBERSHIP

- Section 2A. The thirteen to fifteen member Council is designed to equally represent the former Suffolk 1 and the former Suffolk 2 School Library Systems, which merged July 1, 1993.
- Section 2B. Membership may represent:
- School Districts (Library Media Specialists, Teachers, Parents)
 - School Administrators/Supervisors
 - Non-Public School Participants
 - Other types of library systems (Public, 3R's)
 - BOCES Administrator ex-officio
 - Local Associations (Business, School Board, Parent, Library)
 - School Library System Director ex-officio

Upon expiration of each term of office, a new (or renewed) appointment will be made based on recommendation by the Council, Liaisons, and/or the Director.

- Section 2C. Members serve for terms of three (3) years. (Terms are staggered so that four or five members change each year.) Members may fill one (1) renewal term of three (3) years. (Filling an unexpired term does not constitute a term.) New Council members are selected from a pool of names generated by the various constituencies. The Council reviews the names and, through the District Superintendent, advises the Board of Cooperative Educational Services of such appointment(s). (It is the responsibility of the Council to assure adequate representation among librarians, from public and non-public school members, from the public library system, from school districts and from professional organizations. At least one BOCES administrative staff member will always be an ex-officio member of the Council.)

Section 2D. Anyone who has two (2) or more absences during the year is subject to removal from the Council. Those Council members who find it impossible to continue to actively participate shall be asked to withdraw. Any member who (a) misses two consecutive meetings and (b) fails to notify the Chair or SLS office may be asked to withdraw. Vacancies will be filled through recommendations by the Council with an attempt to maintain appropriate representation from a constituent group. The duration of the term of a Council member filling a vacancy shall be the remainder of that term on the Council.

3. MEETINGS

Section 3A. The Council shall meet at least four (4) times a year, preferably prior to each liaison meeting. (All Council meetings will be open to the public, will be conducted by the Council chairperson, and will be held from 8:45 a.m. to 10:00 a.m.) At the first meeting in the fall, the dates of the subsequent meetings shall be confirmed.

Section 3B. A quorum shall consist of a majority of members.

Section 3C. Council members shall receive two weeks prior to the meeting date agenda and pertinent documents for upcoming meeting, together with minutes from the previous meeting.

Section 3D. Special meetings may be called by the chairperson in conjunction with the School Library System director. Advance notice will be given.

Section 3E. The chairperson shall create ad hoc committees and set the number of members, as needed, and/or as required by these by-laws.

Section 3F. Each member shall have one vote and must be present to use that vote. An electronic vote may be requested by the Chairperson or System Director for the transaction of a specific piece of business between regularly scheduled meetings.

4. OFFICERS

Section 4A. At the last meeting of the year a chairperson and a vice-chairperson will be appointed to serve for one (1) year.

Section 4B. Officers may only serve a maximum of two (2) years in the same position.

Section 4C. The minutes will be recorded of School Library System Council Meetings.

5. BY-LAWS

Section 5A. Amendments to by-laws may be submitted by proposing amendment with a rationale two (2) weeks prior to meeting to be sent out with agenda.

Section 5B. Amended by-laws will be voted on at the meeting following the regularly scheduled Council meeting, when the changes were proposed.

Section 5C. A two-thirds majority vote of the entire Council is necessary to approve said changes to the by-laws.

**Amendments proposed 9/26/01 per request of Division of Library Development, SED, Albany
Adopted by the Eastern Suffolk BOCES School Library System Council on October 10, 2000
Amendments adopted on October 10, 2001**

Approved and accepted by Council on 4-23-08, as presented, with no change, originally updated on 1-18-07

Approved and accepted by Council on 5-12-10, as presented, with no change

Approved and accepted by Council on April 17, 2012, as presented, with no change

Approved and accepted by Council on April 17, 2013 with changes

Approved and accepted by Council on April 28, 2014 with changes

Approved and accepted by Council on September 25, 2015, as presented, with no change