

BY-LAWS OF THE SCHOOL LIBRARY SYSTEM of JEFFERSON-LEWIS BOCES

ARTICLE I. MEMBERSHIP

Section 1. Eligibility of Libraries

Para. 1. Any public or non-public school library within the JEFFERSON-LEWIS BOCES area meeting the following criteria is eligible for membership.

Each participating library must have a minimum cataloged book collection as specified in the Commissioner's Regulations 90.18.

Each public school system district shall appoint a certified Library Media Specialist to act as its Communication Coordinator with the System.

Non-public schools may have one Communication Coordinator represent several schools.

Each member shall permit interlibrary loan of materials that are not already in use or needed within the school system.

Each member shall give access to MARC records of library holdings to SLS personnel.

Each participant shall file a local plan with the School Library System.

Section 2. Members of the System are entitled to participate in System-sponsored activities and to receive all of the System's services based on interest and availability.

ARTICLE II. LIBRARY SYSTEM COUNCIL MEMBERSHIP

Section 1. Members of the Council

Para. 1. Nominations for Council membership for the forthcoming school year shall be presented by the Nominations Committee at the last meeting of the current school year.

Para. 2. Public School Membership. There will be seven Library Media Specialists with the approval of their respective Chief School Officer. These persons will represent the entire System, not just individual school districts or areas. An effort will be made to have membership from all levels of school library media services. Each member shall have 1 vote.

Para. 3 Alternate Public School Membership. There will be one school librarian

who will serve with the approval of their respective Chief School Officer as an alternate as one does for jury duty, they will only vote if another public school member is absent. This person will represent the entire System, not just individual school districts or areas. An effort will be made to have membership from all levels of school library media services. This member shall have 1 vote.

Para. 4. Administrative Membership. There will be one Administrator from a component school district. This member shall have 1 vote.

Para. 5. Non-Public School Membership. There will be one non-public school member, to be selected from the non-public school liaison membership. This member shall have 1 vote.

Para. 6. Public Library System Membership. There will be one Public Library System member from the North Country Public Library System. This member shall have 1 vote.

Para. 7. Reference and Research Library Resource System Membership. There will be one North Country Reference and Research Resources Council member. This member shall have 1 vote.

Section 2. Terms of Office

Para. 1. Members on the Council shall serve a term of three years with one-third of the representatives being selected each year. The alternate shall serve a one year term.

Para. 2. Council representatives may serve for more than one term.

Para. 3. A vacancy on the School Library System Council shall be filled within sixty days by the Governing Board, following procedures noted in Article II, Section 1. The appointment shall be for the duration of the vacated term.

Para. 4. Members of the Council shall serve without compensation.

Section 3. Meetings of the Council

Para. 1. The School Library System Council of JEFFERSON-LEWIS BOCES shall meet at least four times a year.

Para. 2. A quorum of the Council shall consist of a majority of the members

Para. 3. All representatives on the Council shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting, except where noted in Article II, Section 3, Para. 4.

Para. 4. Special meetings of the Council shall be called by the presiding officers

and /or the School Library System Director whenever it is deemed necessary.

Para. 5. Procedures contained in Robert's Rules of Order, revised edition, shall govern meetings of the Council where they are applicable and are not inconsistent with the By-Laws of the Council.

Para. 6. Minutes of each meeting shall be distributed to Chief School Officers, Member Libraries, BOCES Administration, and the Division of Library Development.

ARTICLE III. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

Section 1. Council members shall endeavor to attend all regular meetings of the Council.

Section 2. All Council members shall communicate regularly with the Communication Coordinator membership.

Section 3. Powers of the Council.

Para. 1. The School Library System Council shall recommend policy and monitor implementation of the School Library System of JEFFERSON-LEWIS BOCES Plan of Service and Organization.

Para. 2. The Council shall elect its own officers for the forthcoming school year at the last meeting of the prevailing school year.

ARTICLE IV. OFFICERS

Section 1. There shall be a Chairperson as officer of the Council.

Section 2. Length of Term

Para. 1. A term of office shall be two years.

Para. 2. During any six year period, any officer may serve a maximum of three terms in that office.

Section 3. Chairperson Duties.

Para. 1. The Chairperson shall conduct all meetings of the Council.

Para. 2. The Chairperson, in consultation with the School Library System Director, may invite persons of interest to speak to the Council on matters of concern to the School Library System.

Para. 3. The Chairperson shall perform such administrative duties as are

necessary and proper to the conduct of the affairs of the Council.

Para. 4. The Chairperson shall appoint all members of committees.

Para. 5. The Chairperson shall work in close cooperation and communicate regularly with the School Library System Director and Communication Coordinator members.

Para. 6. The Chairperson shall maintain the official copy of the By-Laws.

ARTICLE V. COMMITTEES

Section 1. Committees may be established and discharged by a majority of the Council.

Section 2. Committees may be ad hoc or standing in nature.

Section 3. The subject or field of activity will be specified by the Council.

Section 4. Committees shall report regularly to the Council.

Section 5. Membership on Committees shall be open to all members of the System.

ARTICLE VI. Communication Coordinators

Section 1. Representation

Para. 1. Each participating district is entitled to select one certified librarian as its Communication Coordinator.

Para. 2. Each non-public school shall select, according to procedures best suited to its organization, one Communication Coordinator.

Para. 3. The North Country Public Library System, and the North Country Reference and Research Resources Council may send representatives

Para. 4. Communication Coordinators shall serve without compensation.

Section 2. Meetings of the Communication Coordinators

Para. 1. The Communication Coordinators of the School Library System of JEFFERSON-LEWIS BOCES shall meet a minimum of three times a year.

Para. 2. Each Communication Coordinator shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting, except where noted in Article VI, Section 2, Para. 3.

Para. 3. Special meetings of the Communication Coordinators may be called by the council's presiding officers and/or the School Library System Director, whenever necessary.

Section 3. Duties and Responsibilities of Communication Coordinators

Para. 1. Each Communication Coordinator shall endeavor to attend all scheduled meetings.

Para. 2. Each Communication Coordinator shall serve on standing committees of the Council.

Para. 3. Each Communication Coordinator shall be eligible to vote for the purpose of filling vacancies in the public school Council membership.

Para. 4. Each Communication Coordinator shall report annually to their administrator concerning the activities of the School Library System.

Para. 5. Each Communication Coordinator shall keep the Council informed as to the concerns and needs of the member agency.

Para. 6. Each Communication Coordinator shall:

Communicate with the School Library System Director and the school district's library media specialists, principals, and superintendent.

Inform the school district's library media specialists of School Library System policies, procedures, activities and services.

Distribute materials to school district's library staff.

Implement the procedures to be followed in the school district regarding data collection, annual reports, interlibrary loan requests, and cooperative collection development.

ARTICLE VII. AMENDING THE BY-LAWS

Section 1. All proposals for amending the By-Laws must be submitted to the School Library System Council for its consideration.

Section 2. At the following regular meeting of the Council, the proposed amendment shall be voted upon.

Section 3. The proposed amendment shall become part of the By-Laws immediately upon receiving a two-thirds vote of the Council members present and upon approval of the BOCES Board of Education.

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

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