

**BY-LAWS
OF THE
ORANGE-ULSTER BOCES SCHOOL LIBRARY SYSTEM
ADVISORY COUNCIL**

**Article I
NAME AND AUTHORITY**

Section 1. The name of the organization governed by these by-laws is the Orange-Ulster BOCES School Library System Advisory Council.

Section 2. The Council is governed by Section 282 of the New York State Education Law, the rules of the Board of Regents, the regulations of the Commissioner of Education, and these by-laws.

**Article II
PURPOSE**

Section 1. The Council shall review and approve a System Plan of Service, which defines the goals and objectives of the System and the processes for achieving them.

Section 2. The members of the Council are charged with monitoring the implementation of the System Plan of Service and recommended policies as needed.

**Article III
MEMBERSHIP**

Section 1. Membership of the Council shall include representatives of the users and providers of the Orange-Ulster BOCES School Library System's services. The Council shall have at least twelve members.

Section 2. The Council shall be composed of representatives from Southeastern New York Library Resource Council, the Ramapo-Catskill Library System, school district administrators, public and non-public school librarians, teachers and others. The School Library System Director shall serve as ex-officio member of the Council.

Section 3. At all times, the school librarians/media specialists shall constitute a majority of the Council membership. Furthermore, no district or system shall have more than two representatives on the Council at any one time.

Section 4. Each member is entitled to one vote and must be present at a Council meeting to exercise that privilege.

Section 5. It shall be the responsibility of members to attend Council meetings; to participate in Council activities; and to inform their district librarians and other appropriate district personnel of School Library System policies, procedures, activities and services.

Section 6. Any Council member who fails to attend three consecutive Council meetings without excuse accepted by the System Director shall, at the next regular meeting following the third consecutive absence, be declared to have resigned.

Section 7. When a vacancy occurs on the Council, a nominating committee composed of the Council Chair, System Director, one Liaison member and one Council member shall be charged with presenting candidates for the position. Council members will vote to select the successful candidate to fill the vacancy. The majority rule will prevail.

Section 8. The term of office for Council members shall be three years.

Section 9. At the last Council meeting of the school year, the nominating committee will present a slate of members. A majority of votes cast shall be necessary to approve the proposed slate of members.

Section 10. A roster of School Library System Advisory Council members shall be submitted to the Orange-Ulster BOCES Board of Education for approval annually.

Article IV OFFICERS

Section 1. The officers of the Council shall be a chairperson, a vice-chairperson, and a secretary. The System Secretary has been designated as the secretary ex officio.

Section 2. The term of office for council officers shall be three years with elections being held at the last meeting of the school year preceding the expiration of terms. No council officer shall serve in that capacity for more than two consecutive terms.

Section 3. It shall be the duty of the chairperson to preside at the meetings of the Council. The chairperson, in consultation with the system director, shall prepare the agenda for each meeting.

Section 4. The vice-chairperson shall assume the duties of the chairperson in the chairperson's absence.

Section 5. The secretary shall keep the minutes of the meetings and shall submit them to the system director for distribution prior to the next meeting.

Article V MEETINGS

Section 1. There shall be a minimum of four meetings per school year.

Section 2. A majority of the members of the Council shall constitute a quorum at any regular or special meetings.

Section 3. Special meetings may be held, with reasonable notice, upon call of the chairperson, or at the request of any five Council members.

Section 4. The Council shall conduct its meetings according to *Robert's Rules of Order Newly Revised*, in all points not expressly provided for in the by-laws of this Council.

Article VI COMMITTEES

Section 1. The chairperson may establish standing committees, ad hoc committees, or task groups as necessary.

Article VII COMMUNICATIONS

Section 1. In addition to those documents prescribed by law or by the Commissioner's Regulations, (e.g. Plan of Service), the System Director shall distribute a monthly newsletter, minutes of the Council meetings, and surveys as appropriate.

Section 2. An annual report shall be prepared by the System Director as prescribed by Law and submitted to the Orange-Ulster BOCES Board of Education and the State Education Department, Division of Library Development.

Article VIII AMMENDMENTS

Section 1. These by-laws may be amended by a two-thirds vote of the Council, provided that the proposed amendment has been included in the notice of the meeting at which it is to be voted upon.