

**Schuyler-Steuben-Chemung-Tioga-Allegany  
School Library System  
Council By-Laws**

**Article 1. NAME**

The name of this organization shall be the Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA) School Library System (SLS) Council, hereafter referred to as the Council. The Schuyler-Steuben-Chemung-Tioga-Allegany BOCES School Library System is hereafter referred to as the System.

**Article 2. PURPOSE**

The purposes of the Council shall be:

- Develop, approve and implement the Plan of Service.
- Monitor the progress of the System.
- Approve an annual budget.
- Work with the System director recommending development of services and programs.

**Article 3. MEMBERSHIP**

**Section 1. Members of the Council**

The Council shall be composed of twelve (12) members representing the following institutions:

- Nine (9) school library media specialists to be selected from the communications coordinator membership with the approval of their respective superintendents. Three school library media specialists will represent elementary school libraries, three will represent middle and senior high libraries and three will represent K-12 school libraries. Each member shall have one vote.
- One (1) school district administrator. This member shall have one vote.
- One (1) non-public representative selected from the non-public school membership. This member shall have one vote.
- One (1) public library system member from the Schuyler-Steuben-Chemung-Tioga-Allegany region. This member shall have one vote.
- The System director will serve as an ex-officio member of the Council.
- All members will be approved by the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Board.

## **Section 2. Terms of Office**

- Initial Council representatives will be asked to serve one (1), two (2) or three (3) year terms. If a consensus on the length of terms cannot be reached among the members of the first Council, lots will be drawn at the first SSCTA BOCES SLS Council meeting. Council members not present at the first meeting will be assigned a Council term by the Council chair.
- Council representatives shall serve a term of three years. One-third of the membership will be appointed each year from participating school library media specialists, school administrators and non-public members of the SSCTA BOCES SLS.
- Representatives will serve no more than two consecutive terms.
- Council terms are July 1-June 30.
- Council representatives shall serve without compensation.
- All appointments to vacancies on the Council that may occur will be approved by the SSCTA BOCES Board of Education.

## **Section 3. Meetings of the Council**

- The Council shall meet at least four times a year.
- A quorum of the Council shall consist of a 2/3 majority of the total number of Council representatives.
- All representatives on the Council shall receive notification of regular meetings along with the agenda at least one (1) week prior to the announced date of the meeting.
- Special meetings of the Council shall be called by the presiding officers and/or the System Director whenever necessary.
- Procedures contained within Robert's Rules of Order, latest revised edition, shall govern meetings of the Council where they are applicable and are not inconsistent with the by-Laws of the Council.

## **Section 4. Duties and Responsibilities of the Council**

- Assist in developing and monitoring the implementation of the System's Plan of Service.
- Communicate regularly with System participants.
- Contribute to analyzing member school library needs that may be attainable by System services and help develop priorities and strategies for meeting those needs.
- Attend all Council meetings unless excused by Council chair.
- Participate in an annual review/evaluation of the System's Plan of Service.

## **Article 4. OFFICERS OF THE COUNCIL**

### **Section 1. Terms of Office**

- Council will elect a Council chair and Council vice-chair every two years.
- Chair and vice-chair terms will be July 1-June 30.
- Chair and vice-chair may not serve consecutive terms.
- The System secretary or designee will act as Council secretary (non-voting).
- The secretary will prepare and distribute minutes to all System participants and others as determined by Council.

### **Section 2. Chairperson Responsibilities**

- Conduct all meetings of the Council.
- Prepare agendas in cooperation with the System Director.
- Perform such administrative duties as are necessary and proper to conduct the affairs of the Council.
- In the event that the office of the chairperson becomes vacant during a term of office, the vice-chair shall complete the unexpired term.
- Work in close cooperation and communicate regularly with the System Director.

### **Section 3. Vice-Chair Responsibilities**

- Vice-chair will preside in the absence of the Council chair.
- Assist Council chair in the performance of duties.
- In the event that the office of the vice-chair becomes vacant, the Council shall elect a vice-chair to complete the remaining term of office.

## **Article 5. COMMITTEES**

- All System participants will have the opportunity to serve on at least one committee.
- Committees may be established and discharged by a majority of Council.
- Each committee shall appoint a Chair from its own membership. Council representatives may not serve as chairs.
- System director will advise and provide information to each committee as well as serving as an ex-officio member.
- Committees shall report regularly to Council.
- Ad Hoc committees may be formed as required.

#### **Article 6. AMENDMENT OF BY-LAWS**

- All proposals for amending the by-laws must be submitted to the Council for consideration within four weeks of the next regularly scheduled Council meeting.
- All proposed amendments will be voted upon at the next Council meeting.
- The proposed amendment shall become part of the by-laws upon receiving a majority vote of the Council representatives and upon final approval of the NYS Education Department Division of Library Development.

#### **Article 7. QUORUM**

- Motions will be passed by a majority of the quorum.

#### **Article 8. GOVERNING BOARD**

- The Schuyler-Steuben-Chemung-Tioga-Allegany Board of Education serves as the Governing Board.
- The Governing Board and the SLS Council shall perform duties as are specified in the regulations of the Commissioner of Education.

#### **Article 9. SAVINGS CLAUSE**

- These by-laws are not intended to interfere or supercede any Commissioner's Regulations, BOCES Board of Education Policy, or Local Education Agency Policy.