

BYLAWS
Franklin-Essex-Hamilton School Library System Council

Article I. **NAME**

The name of the organization will be the Franklin-Essex-Hamilton School Library System Council.

Article II. **PURPOSE**

The purpose of the council as defined by Commissioner's Regulation, 90.18, is to be responsible for the development of the plan of service and to monitor the implementation of the plan of service.

Article III. **MEMBERSHIP**

- Section 1. The council will consist of at least nine members. As defined by Commissioner's Regulations, they shall include representatives of the members of the School Library System and other representatives of providers and users of library services in the School Library System. At least one seat will be reserved for a school administrator.
- Section 2. Members will serve three year terms. The terms of one third of the membership will expire on June 30 of each year.
- Section 3. The chairperson will appoint a nominating committee each year to fill vacancies on the council. At the last meeting of the school year, the nominating committee will present a slate of prospective new members. Following council approval, the School Library System Director will make an official request to the individual or the individual's superintendent. An attempt will be made to include representatives from elementary, middle, and secondary levels.
- Section 4. The School Library System Director is an ex-officio member of the council.

Article IV. **DUTIES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

- Section 1. Council members will regularly attend council meetings.
- Section 2. Council members will recommend policy, develop and monitor the implementation of the Plan of Service.
- Section 3. Council members will communicate regularly with district liaisons concerning council matters.
- Section 4. Council members will serve on subcommittees of the council when necessary.

Article V. **OFFICERS**

- Section 1. The officers of the council will be the chairperson, vice-chairperson and secretary.
- Section 2. The term of office will be one year.
- Section 3. Officers will serve no more than two consecutive terms in the same office.
- Section 4. Nominations for the next year's officers will be given by the nominating committee at the last council meeting of the year.

Article VI. **DUTIES AND RESPONSIBILITIES OF OFFICERS**

- Section 1. The chairperson will:
- Preside at council meetings
 - Assist in the preparation of the meeting agenda
 - Appoint committees as needed
- Section 2. The vice chairperson will assume the duties of the chairperson in that person's absence.
- Section 3. The secretary will:
- Record the minutes of all council meetings
 - Prepare minutes for distribution by the Director to all council members

Article VII. **MEETINGS**

Section 1. The council shall meet at least four times per year. Two meetings may be held in conjunction with liaison meetings.

Section 2. Members are required to notify the School Library System Director's office 24 hours in advance of a council meeting if they are unable to attend.

Section 3. Special meetings may be called by the chairperson with three working days notice given.

Article VIII. **COMMITTEES**

The chairperson shall appoint the nominating committee and any other committees necessary to carry out the work of the council.

Article IX. **PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order* will be the parliamentary authority on all matters not covered by the bylaws.

Article X. **AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members present at a regular council meeting provided that a copy of the change is given to the members at least three days in advance of the meeting.

Approved by Council:

December 11, 2001