

**Erie 1 BOCES School Library System Plan of Service
July 1, 2006 – June 30, 2011**

ERIE 1 BOCES SCHOOL LIBRARY SYSTEM BY-LAWS

I. School Library System Council

A. Council Composition

The Erie 1 BOCES School Library System Council shall be composed of representatives from the following:

- 1 representative from the Public Library
- 1 representative from the Western New York Library Resources Council
- 1 representative from Nonpublic schools
- 3 representatives from member elementary library media specialists
- 2 representatives from member middle school/jr. high library media specialists
- 2 representatives from member senior high library media specialists
- 2 representatives from member Administrators
- 1 Liaison representative from SILS, SUNY@Buffalo
- 1 Ex Officio - Director Erie 1 BOCES School Library System
- 1 Ex Officio - representative from Erie 1 BOCES

B. Council Terms

1. Members of the Erie 1 BOCES School Library System Council shall serve three-year terms.
2. Terms shall be staggered so that 1/3 of the Council is new each year.
3. In the event any Council member is unable to complete his/her term, the Director, with the approval of the Council, will recommend to the Governing Board, a replacement for the duration of that individual's term. The nominee shall represent the same group as the resigning Council member.
4. Members of the Council shall serve without compensation.
5. A Council Chair shall be elected each year at the last meeting of the year by the Council members.

C. Council Member Selection

1. The Council shall elect new members with an attempt to continue equitable representation that will maintain the adopted composition outlined above.
2. An attempt shall be made to have all districts represented on the Council over a period of time.

Erie 1 BOCES School Library System Plan of Service
July 1, 2006 – June 30, 2011

C. Council Member Selection (cont.)

3. A Nominating Committee of three people, appointed by the Council Chair, shall present a slate of candidates to the Council for consideration at the last meeting of the year. A nominee for Council Chair will also be presented by the Nominating Committee. The Council will recommend elected members to the Governing Board.

D. Council Role

The SLS Council is responsible for developing School Library System policies and guiding the operation and growth of the System. Council members:

- Attend and participate at meetings
- Serve on committees
- Act as a sounding board for the Director
- Support the Director
- Review and approve budget
- Formulate policy
- Provide input, analyze data, develop and approve the Plan of Service
- Represent a facet of the SLS service population
- Present the system to non-library groups, including legislators
- Evaluate activities of the SLS Plan of Service
- Promote the SLS
- Raise issues, concerns...relating to school library service
- Anticipate changing student information needs and recommend directions for SLS development

E. Council Officers and Committees

1. The term of the Council Chair shall be 1 year.
2. The Council Chair shall be nominated and voted upon by Council members at the last meeting of each year.
3. Duties of the Council Chair shall include:
 - Running Council meetings
 - Agenda preparation in conjunction with SLS Director
 - Appointment of committee chairs as needed
 - Service on SLS Nominating Committee
 - Consultation to the SLS Director in terms of determining SLS direction, budget, plan of service ...
4. The SLS Council has determined that committee formation shall be ad hoc in direct response to recognized needs. Committee chairs will be appointed by the Council chair.

Erie 1 BOCES School Library System Plan of Service
July 1, 2006 – June 30, 2011

F. Assurance of Council Meetings and Access to Council Minutes

The Erie 1 BOCES School Library System Council will meet at least four times each year and additionally if required. In order for a meeting to be held, a quorum, consisting of a majority of the Council membership, must be present. The first meeting of the new year is set at the last meeting of the previous year. Remaining dates are scheduled at the first meeting.

Minutes will be distributed to all Council Members, SED liaisons and to the Governing Board. All Council minutes remain on file at the SLS Office and are available to members upon request. Current minutes will be accessible from the SLS website.

II. School Library System Liaisons

A. Liaison Selection

1. Liaisons representing public school districts shall be appointed by the district superintendent. Appointees must be certified school library media specialists.
2. For nonpublic school members, the staff person responsible for library services shall be the SLS liaison.

B. Liaison Meetings

The Erie 1 BOCES School Library System Liaisons will meet four times each year. The first meeting of the new year is set at the last meeting of the previous year. Remaining dates are scheduled at the first meeting.

C. Liaison Function

1. Liaisons function as active two-way communicators, providing information from the SLS to the district as well as bringing valuable feedback from the district to the SLS.
2. Liaisons gather the data needed for continuous Council action in shaping the SLS to meet current and future needs.
3. Liaisons work cooperatively with the SLS to forge partnerships with district/school administrators and other educational groups.

III. Savings Clause

These By-laws are not intended to interfere with or supersede any state education department regulations, Commissioner's Regulations, BOCES Board of Education Policy, or local education agency policy.

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