

**Bylaws
Hamilton-Fulton-Montgomery BOCES
School Library System**

Purpose of the Council:

- Section 1. To propose and implement the Plan of Service.**
- Section 2. To review the effectiveness of the Plan of Service.**
- Section 3. To recommend for approval the budget.**
- Section 4. To carry out the other duties as required or assigned.**

Membership:

- Section 1. There shall be 12 representatives as follows:**

One member from each: (4)
Reference, Research and Resource Council
Public Library System
Non-public schools
Academic library

Representatives from each: (7)
Component member city schools (3)
Supervisory district schools (4)

Also:
Administrator – ex officio (1)

- Section 2. The term of office shall be for three years, from July 1– June 30, staggered so that the terms of 1/3 of the members end every three years.**
- Section 3. Should a vacancy occur during a term of membership on the Council, the opportunity to nominate a replacement will be given to the member school or organization currently represented by the person vacating the seat. Should that member school or organization choose not to nominate a replacement, the opportunity to nominate will be given to a non-Council member school from that geographic region.**

Meetings:

- Section 1.** There shall be a minimum of four meetings per year.
- Section 2.** The Council shall hold its organizational meeting during the first meeting of the school year. At this meeting, the Council shall review its operating procedures and fix its schedule of regular meetings for the forthcoming year.
- Section 3.** Special meetings may be held on call of the Chair or at the request of any five Council members or the Director.
- Section 4.** Business shall be conducted by the Council in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Council members shall constitute a quorum. A quorum must participate.

Officers:

- Section 1.** The officers of the Council shall be the Chairperson and the Vice-Chairperson.
- Section 2.** The Chairperson and Vice-Chairperson will be elected in April for the succeeding two school years.
- Section 3.** The Chairperson shall preside over the meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside.
- Section 4.** The Chairperson, in agreement with other Council members, will determine the standing committees to be established and any ad hoc committees deemed necessary.
- Section 5.** The School Library System staff shall record, archive, and distribute the minutes of the meetings to the members through the BOCES courier service or via email.

Communication:

Section 1.

In addition to those documents prescribed by law and/or Commissioner's Regulations, for example, Plan of Service, budget, evaluation, the System Director shall distribute to the Advisory Council member copies of the annual directory, surveys and results, newsletters and minutes of the system liaison meetings.

Revised and Adopted - 4/27/11