

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

ARTICLE I: NAME AND AUTHORITY

Section 1

The name of the organization governed by these By-laws is the Dutchess BOCES School Library System Advisory Council, hereinafter referred to as the Advisory Council, or the Council. The Dutchess BOCES School Library System is hereinafter referred to as the System.

Section 2

The Advisory 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: OBJECTIVES

Section 1

The Advisory Council, with the governing board of Dutchess County BOCES, is responsible for development of the System's Plan of Service.

Section 2

The Advisory Council will monitor implementation of the Plan of Service of the System.

Section 3

The Advisory Council shall advise the System director and implement policy decisions.

Section 4

The Advisory Council shall advise in the preparation of and oversee the System budget.

ARTICLE III: MEMBERSHIP

Section 1 - Number and Representation

The Council membership shall consist of nine (9) member seats.

- a) The Council membership shall include the following seven (7) member seats:
 - Four (4) library media specialist representatives from participating Dutchess BOCES component districts: one (1) elementary, one (1) middle school, one (1) high school, and (1) additional.
 - One (1) library media specialist representative from participating non-public schools.
 - One (1) representative from the Southeastern New York Library Resources Council.
 - One (1) representative from a public library or library system in Dutchess County.
- b) The Council's two (2) remaining seats shall be chosen from any of the following categories
 - School Administrator
 - Classroom Teacher
 - Community Member (ex. school library volunteer and/or parent)
 - Academic Librarian
- c) The System Director is an ex-officio member of the Council.

Section 2 - Method of Appointment

At the first Council meeting of each new calendar year, Council members whose terms will expire at the end of the school year will be named by the Council Chairperson to serve as a nominating committee. The nominating committee will prepare a slate of nominees to be presented to the Council for approval at the fourth meeting.

Section 3 - Vacancies

Should a Council member be unable to complete their term, the BOCES Board of Education will fill the vacancy for the duration of the term as per Commissioners Regulations 90.18 (b) (2) (i).

Section 4 - Term of Office

The term of office of a council member shall be three years. Terms shall be staggered so that four shall expire on the 30th of June each year. A council member may not serve more than two consecutive full three-year terms, except where previously appointed to fill an unexpired term. Following such service a council member may again be appointed after an interim of at least one year.

Section 5 - Disqualification

A council member who fails to attend three consecutive council meetings without excuse accepted as satisfactory by the Advisory Council shall, at the next regular meeting following the third consecutive absence, be declared to have resigned.

Section 6 - Voting

Each council member shall have one vote and must be present at a meeting to have this vote counted.

ARTICLE IV: OFFICERS

Section 1 - Elections

Nominations and elections will be made at the fourth meeting.

Section 2 - Council Officers

Officers of the Council shall include the Chairperson and the Secretary. The System secretary has been designated as the secretary ex officio.

Section 3 - Term of Office

The term of office of chairperson shall be one year. No member of the Council shall serve as Chairperson for more than two consecutive full terms.

Section 4 - Duties of Officers

The Chairperson shall preside over all System Council meetings, appoint members to committees, and perform such administrative duties as are necessary and proper to conduct the affairs of the Council. The secretary records the minutes and distributes them to the Division of Library Development and to the Council before the next meeting.

ARTICLE V: COMMITTEES

Section 1 - Establishing Committees

Committees to carry out specialized activities or responsibilities may be authorized by the Advisory Council. The Chairperson will appoint committee members and designate a committee chairperson.

ARTICLE VI: MEETINGS

Section 1 – Meetings

- a) The Advisory Council will meet at least four times each year.
- b) A majority of members on the Advisory Council shall constitute a quorum at any regular or special meeting.
- c) Special meetings of the Advisory Council may be called by the Chairperson, or at the request of the System Director, for the transaction only of such business as stated in the call of the meeting.

Section 2 - Notification

Advisory Council members shall be notified at their usual address, by email, not fewer than five days prior to any meeting.

ARTICLE VII: RECORDS OF THE COUNCIL

Section 1

All records of the System and the Advisory Council shall be maintained at the System Headquarters.

ARTICLE VIII: RULES OF ORDER

Section 1

Robert's Rules of Order, latest revised edition, shall, in the absence of provisions to the contrary herein, be observed in governing the Advisory Council.

ARTICLE IX: AMENDMENTS

Section 1

Amendments to these By-Laws may be made by a majority vote of the Advisory Council at any regular meeting, provided that the proposed changes shall have been submitted at an earlier regular meeting, and that a copy of the proposed changes is part of the call of the meeting.

ARTICLE X. SAVINGS CLAUSE

Section 1

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

Revised March 4, 2003

Revised March 4, 2009

Revised May 12, 2016