

BY-LAWS OF THE SCHOOL LIBRARY SYSTEM of JEFFERSON-LEWIS BOCES

ARTICLE I. MEMBERSHIP

Section 1. Eligibility of Libraries

Para. 1. Any public or non-public school library within the JEFFERSON-LEWIS BOCES area meeting the following criteria is eligible for membership.

Each participating library must be in compliance with Commissioner's Regulations 90.18 (http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/9018.htm).

Each member must facilitate interlibrary loan of materials that are not already in use or needed within the school system.

Each member shall provide access to MARC records of library holdings to SLS personnel.

Each school librarian shall file a local plan showing how the library is meeting the needs of teachers and students at least once during each five-year Plan of Service.

Section 2. Members of the School Library System are entitled to participate in School Library System System- sponsored professional development based on interest and availability.

ARTICLE II. SCHOOL LIBRARY SYSTEM COUNCIL MEMBERSHIP

Section 1. Members of the Council

Para. 1. Nominations for Council membership shall be taken by the School Library System (SLS) during the first two weeks of April. Voting shall take place electronically during the second two weeks of April. Results will be announced at the 4th Council meeting of the school year and recorded in the Council meeting minutes. All certified librarians shall have a vote using a secure electronic voting platform designated by the SLS. Information of the voter will be collected to ensure that each person only votes once in the electronic platform but votes will be kept confidential by the SLS.

Para. 2. Public School Membership. There will be nine Library Media Specialists with the approval of their respective Chief School Officer. Council members will represent the entire System, not just individual school districts or areas. An effort will be made to have membership from all levels of school library media services. Each member shall have one vote.

Para. 3 Alternate Public School Membership. There will be one school librarian who will

serve with the approval of their respective Chief School Officer as an alternate. They will only vote if another public school member is absent. This member shall have 1 vote. This member represents the entire system.

Para. 4. Administrative Membership. There will be one Administrator from a component school district. This member shall have 1 vote.

Para. 5. Non-Public School Membership. There will be one non-public school member, to be selected from the non-public school liaison membership. This member shall have 1 vote.

Para. 6. Public Library System Membership. There will be one Public Library System member from the North Country Library System. This member shall have 1 vote.

Para. 7. Reference and Research Library Resource System Membership. There will be one Northern New York Library Network Council member. This member shall have 1 vote.

Section 2. Terms of Office

Para. 1. Members on the Council shall serve a term of three years with one- third of the representatives being selected each year. The alternate shall serve a one-year term.

Para. 2. Council representatives may serve for more than one term.

Para. 3. A vacancy on the Council shall be filled by the Council for the duration of the term of the individual whose seat on the Council is to be filled.

Para. 4. Members of the Council shall serve without compensation.

Section 3. Meetings of the Council

Para. 1. The School Library System Council of JEFFERSON-LEWIS BOCES shall meet at least four times a year.

Para. 2. A quorum of the Council shall consist of at least 7 members.

Para. 3. All representatives on the Council shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting.

Para. 4. Special meetings of the Council shall be called by the presiding officers and the School Library System Coordinator whenever it is deemed necessary.

Para. 5. Procedures contained in Robert's Rules of Order, revised edition, shall govern

meetings of the Council where they are applicable and are not inconsistent with the By-Laws of the Council.

Para. 6. Minutes of each meeting shall be posted on the School Library System website where anybody who wishes to read them may access them.

ARTICLE III. DUTIES AND RESPONSIBILITIES OF THE COUNCIL

Section 1. If any Council member misses more than two meetings in one school year, s/he shall be dropped from the membership roster of the Council. A member will not be dropped if there is a medical reason for the absences.

Section 2. All Council members shall communicate regularly with their district faculty and staff who are not Council members.

Section 3. Powers of the Council.

Para. 1. The School Library System Council shall recommend policy and monitor implementation of the School Library System of JEFFERSON-LEWIS BOCES Plan of Service and Organization.

Para. 2. The Council shall elect a Council Chair or Vice-Chairperson at the last meeting of the prevailing school year.

Section 4. Electronic Voting

Para. 1. In the event that a time-sensitive action is required between the regularly scheduled meetings of the School Library System Council, an electronic vote may be conducted.

Para. 2. The Chairperson, in consultation with the School Library System Coordinator, shall determine whether an issue qualifies as time-sensitive and requires an electronic vote.

Para. 3. Notification of the electronic vote, including relevant materials and the specific motion to be voted upon, shall be distributed to all Council members. Information of the voter will be collected to ensure that each member only votes once in the electronic platform but votes will be kept confidential by the SLS.

Para. 4. A quorum, as defined in Article II, Section 3, must participate in the electronic vote for it to be valid.

Para. 5. Council members shall have a minimum of week to cast their votes unless the urgency of the matter requires a shorter time frame, as determined by the Chairperson and School Library System Coordinator.

Para. 6. The results of any electronic vote shall be recorded in the minutes of the next regularly scheduled Council meeting.

ARTICLE IV. OFFICERS

Section 1. There shall be a Chairperson as officer of the Council.

Section 2. Length of Term

Para. 1. A term of office shall be two years.

Para. 2. An officer may serve a maximum of three consecutive terms in that office.

Section 3. Chairperson Duties.

Para. 1. The Chairperson shall conduct all meetings of the Council.

Para. 2. The Chairperson, in consultation with the School Library System Director, may invite persons of interest to speak to the Council on matters of concern to the School Library System.

Para. 3. The Chairperson shall perform such administrative duties as are necessary and proper to the conduct of the affairs of the Council.

Para. 4. The Chairperson shall work in close cooperation and communicate regularly with the School Library System Coordinator and Council members.

Section 4. There shall be a Vice-Chairperson as officer of the Council.

Section 5. Length of Term

Para. 1. A term of office shall be two years.

Para. 2. An officer may serve a maximum of three consecutive terms in that office.

Section 6. Vice-Chairperson Duties.

Para. 1. The Vice-Chairperson shall conduct meetings of the Council in the absence of the Chairperson.

Para. 2. The Vice-Chairperson shall perform such administrative duties as are necessary and proper to the conduct of the affairs of the Council.

Para. 3. The Vice-Chairperson shall work in close cooperation and communicate regularly with the School Library System Coordinator, Chairperson, and Council members.

ARTICLE V. COMMITTEES

Section 1. Committees may be established and discharged by a majority of the Council.

Section 2. Committees may be ad hoc or standing in nature.

Section 3. The subject or field of activity will be specified by the Council.

Section 4. Committees shall report regularly to the Council.

Section 5. Membership on Committees shall be open to all members of the System and shall be voluntary.

ARTICLE VI. Communication Coordinators

Section 1. Representation

Para. 1. Each participating district is entitled to select at least one certified librarian as its Communication Coordinator.

Para. 2. Each non-public school shall select, according to procedures best suited to its organization, one Communication Coordinator.

Para. 3. The North Country Public Library System, and the Northern New York Library Network may send representatives.

Para. 4. Communication Coordinators shall serve without compensation.

Section 2. Meetings of the Communication Coordinators

Para. 1. The Communication Coordinators of the School Library System of JEFFERSON-LEWIS BOCES shall meet a minimum of four times per year.

Para. 2. Each Communication Coordinator shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting.

Para. 3. Special meetings of the Communication Coordinators may be called by the Council Chair and the School Library System Coordinator whenever necessary.

Section 3. Duties and Responsibilities of Communication Coordinators

Para. 1. Each Communication Coordinator shall endeavor to attend all scheduled meetings.

Para. 2. Each Communication Coordinator shall serve on standing committees of the Council.

Para. 3. Each Communication Coordinator shall report annually to their administrator concerning the activities of the School Library System.

Para. 4. Each Communication Coordinator shall keep the Council informed as to the concerns and needs of the member agency.

Para. 5. Each Communication Coordinator shall:

Communicate with the School Library System Coordinator, school district's library media specialists, principals, and superintendent.

Inform the school district's library media specialists of School Library System policies, procedures, activities and services.

Distribute materials to school district's library staff.

Implement the procedures to be followed in the school district regarding data collection, annual reports, interlibrary loan requests, and cooperative collection development.

ARTICLE VII. AMENDING THE BY-LAWS

Section 1. All proposals for amending the By-Laws must be submitted to the School Library System Council for its consideration.

Section 2. At the following regular meeting of the Council, the proposed amendment shall be voted upon.

Section 3. The proposed amendment shall become part of the By-Laws immediately upon receiving a two--thirds vote of the Council members present and upon approval of the BOCES Board of Education.

Section 4. The SLS shall maintain the official copy of the By-Laws.

THESE BY-LAWS DO NOT SUPERSEDE ANY LAWS, STATE EDUCATION DEPARTMENT REGULATIONS, COMMISSIONER'S REGULATIONS, BOCES BOARD OF EDUCATION POLICY, OR LOCAL EDUCATION AGENCY POLICY.

Revised and Council approved on May 29, 2025.

BOCES Board approved on September 17, 2025.