

**By-Laws of the Erie 2-Chautauqua-Cattaraugus BOCES  
School Library System**

**Article I. Membership**

Section 1. Eligibility of Libraries.

Para. 1. Any public or non-public school library within the Erie 2-Chautauqua-Cattaraugus BOCES area meeting the following criteria is eligible for membership.

- Each participating public school library must have a minimum cataloged book collection as specified in the Commissioner's Regulations 90.18.
- Each public school district shall appoint a certified librarian to act as its liaison with the System.
- Non-public schools may have one liaison represent several schools.
- Each participating library shall permit interlibrary loan of materials that are not already in use or needed within the school system.
- Each participating library shall give access to their electronic records to the School Library System.
- Each participating library shall file a member plan with the School Library System.
- Each participating library shall endeavor to maintain local expenditures for library materials that will allow them to keep pace with increasing costs each year.

Section 2. Members of the System are entitled to participate in System-sponsored activities and to receive all of the System's services based on interest and availability.

Section 3. Withdrawal from the School Library System.

Para. 1. Membership in the Erie 2-Chautauqua-Cattaraugus BOCES School Library System shall be voluntary.

Para. 2. Notification of member withdrawal from the School Library System for the following academic year shall be made to the Council in June.

Para. 3. All materials purchased and distributed to participating school libraries by the School Library System shall be returned to the School Library System by the withdrawing member.

**Article II. Library System Council Membership**

Section 1. Members of the Council.

Para. 1. Public School Membership.  
There will be ten school librarians, to be selected from the liaison membership with the approval of their respective Chief School Officer. These persons 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 1 vote.

- Para. 2. Administrative Membership.  
There will be one school district administrator, to be selected by the component school district Superintendents of the BOCES, according to procedures best suited to their organization. This member shall have 1 vote.
- Para. 3. 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. 4. Public Library System Membership.  
There will be two Public Library System members: one from Buffalo and Erie County Public Library System, one from Chautauqua-Cattaraugus Public Library System. Each member shall have .5 vote.
- Para. 5. Post-Secondary Institution Membership.  
There will be two post-secondary institution members: one from Jamestown Community College, one from SUNY/Fredonia, Reed Library. Each member shall have .5 vote.
- Para. 6. Reference and Research Library Resource System Membership.  
There will be one Western New York Library Resource 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.
- Para. 2. Council representatives may serve for more than one term.
- Para. 3. A vacancy on the School Library System Council shall be filled within sixty days by the Governing Board, following procedures noted in Article II, Section 1. The appointment shall be for the duration of the vacated term.
- Para. 4. Members of the Council shall serve without compensation.

Section 3. Meetings of the Council.

- Para. 1. The Erie 2-Chautauqua-Cattaraugus BOCES School Library System Council shall meet at least four times a year.
- Para. 2. A quorum of the Council shall consist of a majority of the members (9 of 17 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, except where noted in Article II, Section 3, Para. 4.

- Para. 4. Special meetings of the Council shall be called by the presiding officers and /or the School Library System Director whenever it is deemed necessary.
- Para 5. Minutes of the meeting are recorded by the SLS support staff. Minutes are distributed for review by the Liaison and Council members. Minutes shall be reviewed, corrected and approved at the next meeting of the Council.
- Para. 6. 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.

### **Article III. Duties and Responsibilities of the Council**

- Section 1. Council members shall endeavor to attend all regular meetings of the Council.
- Section 2. All members shall serve on committees of the Council.
- Section 3. The Council shall communicate regularly with the liaison membership.
- Section 4. Powers of the Council.
- Para. 1. The School Library System Council shall recommend policy and budget and monitor implementation of the Erie 2-Chautauqua-Cattaraugus BOCES School Library System Plan of Service and annual budget.
- Para. 2. The Council shall elect its own officers for the forthcoming school year at the last meeting of the prevailing school year.
- Para. 3. The Council and the School Library System Director may work with liaison members to undertake research and studies for the benefit of the School Library System.

### **Article IV. Officers**

- Section 1. There shall be a Chairperson and a Vice-Chairperson as officers of the Council.
- Section 2. Length of Term.
- Para. 1. A term of office shall be one year.
- Para. 2. During any three-year period, any officer may serve a maximum of two terms in that office.
- Section 3. Chairperson.
- 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 appoint all members to standing committees.

Para. 5. In the event that the Office of Vice-Chairperson becomes vacant, the Chairperson shall appoint a Vice-Chairperson to complete the unexpired term.

Para. 6. The Chairperson shall work in close cooperation and communicate regularly with the School Library System Director and liaison members.

Para. 7. The Chairperson shall maintain the official copy of the By-Laws.

#### Section 4. Vice-Chairperson.

Para. 1. The Vice-Chairperson will act in the absence of the Chairperson.

Para. 2. The Vice-Chairperson shall assist the Chairperson in the performance of the duties of the Office of Chairperson.

Para. 3. If the Office of Chairperson becomes vacant during a term of office, the Vice-Chairperson shall succeed to the Office of Chairperson and complete (whatever remains of) the unexpired term.

### **Article V. Committees**

Section 1. Standing Committees of the Council shall be: Communication, Cooperative Collection Development, Interlibrary Loan, Nominating, Professional Development and Continuing Education, Special Client Needs, Technology.

Section 2. Each Standing Committee shall report as needed to the Council.

Section 3. All participants shall have the opportunity to serve on a Standing Committee.

Section 4. Each Committee shall be represented by at least one Council member.

Section 5. Additional committees may be created by the Council in consultation with the School Library System Director.

Section 6. Each Committee shall appoint a chairperson from its own membership.

Section 7. The School Library System Director will advise and provide information to each Committee as well as to serve as an ex-officio member.

Section 8. Each Committee shall submit a report of its meeting to the School Library System Director.

Section 9. Nominating Committee

Para. 1. The Nominating Committee will be composed of the Chairperson, one public school Council member and one public school liaison. Both members will be chosen at large. The School Library System Director will serve as ex-officio member.

Para. 2. It will be the responsibility of this committee to recommend candidates for public school Council membership as terms expire or in the event of the resignation of a public school Council member.

Para. 3. The slate of candidates will be presented at the last combined Council/liaison meeting of the school year.

Para. 4. Nominations will be accepted from the floor.

## **Article VI. Liaisons**

Section 1. Representation.

Para. 1. Each participating district is entitled to select one certified librarian as its liaison.

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

Para. 3. The Chautauqua-Cattaraugus Public Library System, Jamestown Community College, the State University College at Fredonia, WNYLRC, and the Buffalo and Erie County Public Library System, may send representatives.

Para. 4. Liaisons shall serve without compensation.

Section 2. Meetings of the Liaisons.

Para. 1. The liaisons of the Erie 2-Chautauqua-Cattaraugus BOCES School Library System shall meet a minimum of three times a year.

Para. 2. Each liaison shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting, except where noted in Article VI, Section 2, Para. 3.

Para. 3. Special meetings of the liaisons may be called by the Council's presiding officers and/or the School Library System Director, whenever necessary.

Section 3. Duties and Responsibilities of Liaisons.

Para. 1. Each liaison shall endeavor to attend all scheduled meetings.

- Para. 2. Each liaison shall serve on standing committees of the Council.
- Para. 3. Each liaison shall be eligible to vote for the purpose of filling vacancies in the public school Council membership.
- Para. 4. Each liaison shall report annually to their administrator concerning the activities of the School Library System.
- Para. 5. Each liaison shall keep the Council informed as to the concerns and needs of the member agency.
- Para. 6. Duties of the Liaisons.  
Each liaison shall:
- Communicate with the School Library System Director and the 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.

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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