

BYLAWS OF NASSAU BOCES SCHOOL LIBRARY SYSTEM (NBSLS)

Mission Statement

In our role as a council, we will dedicate our efforts to promoting the services of the Nassau BOCES School Library System and its members by acting as a conduit between the director and system members. Through constructive dialogue, we will become aware of our members' needs. We can then offer guidance and support so that these needs are addressed in a timely and efficient manner. By so doing, we will maximize the potential of our media centers, our media specialists and most importantly, our users.

Duties and Responsibilities Of a Council Member

A council member will:

- actively support the Nassau BOCES School Library System in its efforts to ensure that school library media programs are an integral part of the educational framework of each school
- act as a spokesperson for the system to his/her various constituencies
- advocate the principles of intellectual freedom that govern the right to read and to access information and ideas
- encourage the use of 21st Century technologies to support teaching and learning
- provide leadership in determining the merit and impact of new and existing technologies
- work with other council members to develop and implement plans for presenting and publicizing library media programs and services
- devote time and energy to carrying out the duties of the council.

Profiles

Members of the system council serve to "advise and support the Director in the administration of the System". While the majority of the council is comprised of school library media specialists, it becomes strategic to our mission to fill the remaining seats with other representatives of the constituencies who are affected by the quality of our school library media centers. Non-librarian members can provide a cross-section of experienced, creative and networked people who would complement the SLMS seats. And assigning "profiles" to the non-librarian seats allows the council to broaden its focus, re-direct its energies, and involve a wider spectrum of individuals. Furthermore, a consideration will be given to have a balanced representation from school districts in Nassau County.

The following profiles are offered as guidelines in the recruitment and selection of new council members.

Administration Seat - superintendent, assistant superintendent, curriculum associates, department chairs, etc.

Teacher Seat - union representative, staff member of a teacher center, special area teacher, elementary teacher, secondary teacher, etc.

Education Seat - school board member, P.T.A. representative, member of a site based management team, etc.

University/Research Seat - staff of library and information science school, school of education, technology/computer center, local research laboratory, Long Island Library Resources Council representative, etc.

Public Library Seat - Nassau Library System representative, children's librarian, director, assistant director, etc.

Business/Publishing Seat - *Newsday*, publishers, WLIW, bookstores, LIPA, etc.

Legislative/Government Seat - assembly/senate representatives, county/town officials, etc. Not all profiles can be represented at one time. But the list provides new directions, prevents "self-perpetuation" and allows for diverse and democratic viewpoints. Furthermore, consideration will be given to providing balanced representation to all school districts in Nassau County. Feedback from students might also prove valuable in determining our goals and objectives. **New Council**

Member Packet

It is proposed that an orientation packet be prepared for each new system council member. It should include:

1. a copy of the system by-laws
2. plan of service
3. member plan
4. a list of the current council members with the term of office and a brief biography
5. standing committees
6. ad hoc committees
7. a summary of past system council activities and accomplishments
8. 90.18 School Library System regulations
9. SED Regulations 91.1 and 91.2
10. Section 711 of the Education Law (Library Materials Aid). This packet can be presented to new members at the meeting immediately after their selection.

ARTICLE I. NAME

Section 1. This organization shall be called the Nassau BOCES School Library System or NBSLS.

Section 2. The area to be served by this System shall be Nassau County, New York.

ARTICLE II. PURPOSE

The purpose of the Nassau BOCES School Library System shall be to provide educational leadership, technical assistance, and an opportunity to share ideas, resources, information, and exemplary programs.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The Nassau BOCES School Library System shall be organized to include the following:

- a. general membership
- b. Communication Coordinator (Liaison) body
- c. System Council
- d. Council officers
- e. System Director and System staff.

ARTICLE IV. MEMBERSHIP AND ORGANIZATION

Section 1. ELIGIBILITY

All schools, public and private, not charter, within the boundaries of Nassau County meeting the requirements shall be eligible for membership in the Nassau BOCES School Library System.

Section 2. REQUIREMENTS

To become a member of the NBSLS the school district shall agree to conform to the appropriate regulations of the Commissioner of Education and submit the required letter of intent to the school library System.

Section 3. ORGANIZATION

The System shall be organized into two divisions: System Communication Coordinators (Liaisons), consisting of school library media specialists; and, a System Council, composed of school media specialists and representatives of other groups as designated in the Bylaws.

ARTICLE V. COMMUNICATION COORDINATORS (LIAISONS)

Section 1. Each district and each non public school shall appoint one school library media specialist as a representative to serve as its Communication Coordinator (Liaison).

Section 2. Each Communication Coordinator (Liaison) shall attend all regularly scheduled meetings. In the event that the duly appointed Communication Coordinator (Liaison) is unable to attend a meeting, she/he shall be expected to secure an alternate.

Section 3. Each Communication Coordinator (Liaison) shall be eligible to participate in standing NBSLS committees.

Section 4. Each Communication Coordinator (Liaison) shall keep other school library media specialists and other members informed of school library system policies, procedures, activities, and services by:

- a. Reporting NBSLS activities to other school library media specialists and administrators in their districts.
- b. Disseminating NBSLS materials
- c. Insuring the completion of NBSLS tasks and the timely return of materials to the System.

ARTICLE VI. SYSTEM COUNCIL

Section 1. FUNCTION

- a. The primary function of the System Council shall be to advise and support the Director in the administration of the System.
- b. The Council shall also advise in the preparation of the the System budget and shall approve the budget before it is submitted to the BOCES Superintendent.
- c. To work with the Director to develop and implement a Plan of Service.

Section 2. COMPOSITION

- a. The System Council shall be composed of representatives from LILRC, the Nassau Library System, BOCES, school System administrators, teachers, public school library media specialists, non-public school librarians, non-librarian members and the Director.
- b. The school library media specialists shall include representation from all facets of the school library community; i.e., elementary, middle, junior high, high school, and library administrators.
- c. At all times, the school library media specialists shall constitute a majority of the System Council membership.
- d. The Director shall be a non-voting member of the System Council.

Section 3. OFFICERS

- a. The officers of the System Council shall be a chairperson and a secretary, each of whom has served at least a one year term on the Council.
- b. Council officers shall take office at the next scheduled Council meeting following their election.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. SYSTEM COUNCIL MEMBERS

- a. Prior to the spring Council meeting of the school year, the Council Chair shall appoint a five-member selection committee composed of the System Council chair, the immediate past Council chair, a current Council member, and two System Communication Coordinators (Liaisons),

(one each from an elementary and a secondary school) to propose new System Council members. The nominating committee shall be chaired by the past Council chair. In the event that no past Council chair is a member of the Council, the Council chair shall appoint the Council member of this committee as chair of the nominating committee.

b. The nominating committee shall present their candidates to the Council during the spring Council meeting of the school year.

c. Additional nominations may be accepted from the floor.

d. If no additional nominations are received, the Council chair shall direct the Council secretary to cast one ballot for the nominees.

e. If additional nominations are received, the Council chair shall conduct an election. The successful candidate(s) must receive a majority of the votes cast.

f. Members of the System Council shall serve a three-year term unless it is necessary to adjust the term to balance the Council's composition, and may serve one additional term followed by a hiatus of at least two years. Administrators and mandated members are exempt from this limitation.

g. Members' three year terms shall be staggered so as to prevent a change of all Council members during the same year.

h. A member of Council can be removed after missing (2) two Council meetings without prior notification.

i. Resignation from the Council must be by letter to the System Director.

j. A vacancy on the Council shall be filled by an individual appointed by the Council chair for the duration of the Council member's term.

Section 2. SYSTEM COUNCIL OFFICERS

a. At the spring Council meeting, the Council chair shall appoint a three-member nominating committee composed of three Council members to nominate, on alternate years, either a Council chairperson or a Council secretary. The Council chair shall appoint one of the three Council members as the committee chair.

b. The nominating committee shall present their candidate at the last Council meeting of the year.

c. The election procedures shall follow as in Article VII, sections c-e listed above.

d. Officers of the System Council shall serve a two-year term and may be reelected once. Such reelection may necessitate extending the individual's term on the Council. However, should it be necessary to extend the term of an individual beyond the permissible two terms, that additional term would be only for the term of office and that seat would not perpetuate itself.

e. The immediate past chairperson shall remain as a member of Council for one year following his/her term of office as a non-voting member if his/her term on Council has expired.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. DUTIES OF THE CHAIRPERSON

- a. Preside at all System Council meetings.
- b. Work with the Director to formulate the agenda for Council meetings.
- c. Work with the Director to determine the scope and direction of the NBSLS and present such recommendations to the System Council.
- d. Appoint committees as required.
- e. Work with the Director in formulating the NBSLS budget.

Section 2. DUTIES OF THE SECRETARY

- a. Coordinate with the Nassau BOCES School Library System Recorder who shall record the minutes of all Council meetings.
- b. Prepare minutes for distribution by the Director to the Council members.

Section 3. DUTIES OF THE PAST COUNCIL CHAIR

- a. Oversee with the Director and the chair the membership and organization of the Communication Coordinator (Liaison) committee. In the event that the past Council chair is unable to serve, the Council chair will appoint a Council member to assume these responsibilities.
- b. Serve as Awards Committee chairperson.

ARTICLE IX. MEETINGS

Section 1. There shall be at least four (4) regularly scheduled meetings of the System Council each school year.

Section 2. There shall be at least four (4) regularly scheduled all-day Communication Coordinator (Liaison) meetings each school year.

Section 3. During the summer meeting, Council will develop the theme and outline the basic agenda for the four (4) regularly scheduled all-day Communication Coordinator (Liaison) meetings.

Section 4. A Council meeting shall be held prior to each Communication Coordinator (Liaison) meeting.

Section 5. Special meetings may be called if necessary.

Section 6. Additional meetings may be held for non-Communication Coordinator (non-Liaison) school library media specialists.

ARTICLE X. OFFICIAL PUBLICATION

Section 1. The official publications of the Nassau BOCES School Library System shall be the:

- a. member directory

b. eLinkup

Section 2. The member directory will be prepared by the Nassau BOCES School Library System staff and shall be published electronically at the beginning of the school year and updated quarterly. Communication Coordinators (Liaisons) shall be responsible for providing accurate and updated information.

Section 3. The eLinkup will be prepared by the Nassau BOCES School Library System staff and shall be published electronically at least once each school year.

ARTICLE XI COMMITTEES Section 1. The work of the Nassau BOCES School Library System shall be effected through a committee structure responsible to the System Council.

Section 2. At the last Council meeting of each school year, committees for the following year shall be determined.

Section 3. The following standing System Council committees shall exist:

1. Nomination Meets yearly to nominate Council members.
 - a. Council members are appointed.
 - b. Limited to five (5) members and one member must be a current Council member.
2. Awards - This one committee will select two award winners annually.

An Administrator of the Year will be selected each year. The Award will be presented at a special celebration. The nominee for Administrator of the Year will be recommended by the school librarians and selected by this committee. An Outstanding School Librarian of the Year will be selected each year. The Award will be presented at a special celebration. The nominee for Outstanding School Librarian of the Year will be recommended by the school librarians and selected by this committee. The prior immediate past winners should be asked to participate on this committee. Limited to five (5) members and one member must be a current Council member.
3. Cooperative Collection Development
Meets to implement the CCD Plan approved by SED Library Development
4. Bylaws
Reviewed on the odd years. Limited to five (5) members including the Nassau BOCES School Library System Director.
5. Novel-ready A committee of five including the System Director (or staff designee) and

other school librarians, at least one a member of Council. To encourage schools to submit Novel-Ready applications. Committee meet in Fall to plan, and Spring to review applications. Additional meetings held as needed. Novel-Ready Awards presented annually.

Section 4. Prior to the first Communication Coordinator (Liaison) meeting of the school year, committee membership shall be established.

Section 5. The chair of each committee shall be elected by the committee members.

Section 6. A System Council member shall serve as a member of each committee. Said Council member shall report committee activities to the System Council at the regularly scheduled Council meetings.

Section 7. Ad Hoc committees may be formed as required at any Council meeting.

ARTICLE XII. AMENDMENTS TO THE BYLAWS

Section 1. An amendment to these bylaws may be proposed by any NBSLS member. Such amendment must be approved by a majority plus one of both the System Council and the Communication Coordinator (Liaison) group to become effective.

Section 2. Such amendment shall be submitted in writing to the NBSLS office and mailed to System Council members at least seven (7) days before the Council meeting at which it is to be considered.

Section 3. If the System Council approves such amendment, it shall then be submitted in writing at least seven (7) days before the Communication Coordinator (Liaison) meeting at which it is to be considered. At least fifty (50) per cent of the Communication Coordinator (Liaison) membership must be present to vote on such an amendment.

ARTICLE XII. SAVINGS CLAUSE

In all respects, the operation of the Nassau BOCES School Library System shall conform to the appropriate regulations of the Commissioner of Education and the policies of Nassau BOCES.

Bylaws Revised ----- January 2010

Reviewed by NBSLS Advisory Council --- March 2016