

Delaware-Chenango BOCES
School Library System Governance
Policies/Procedures

(Reviewed, amended and adopted July 1, 2006)

1. The School Library System Council shall consist of twelve members.
 - a. At least six members shall be school library media specialists in participating school libraries, equitably representative of elementary and secondary library media centers.
 - b. At least one member shall be a participating school district administrator.
 - c. At least one member shall be appointed from the South Central Regional Library Council.
 - d. At least one member shall be appointed from the Four County Library System.
 - e. At least one member shall be a Technology Specialist in a participating school building.
 - f. Other members shall be representative of the cultural/educational community of the Delaware-Chenango BOCES region.
2. Council members shall serve a three-year term of office: terms to begin July of each year. No member may serve more than two consecutive terms.
3. Council members shall serve without compensation.
4. Vacancies:
 - a. New members will be recruited by invitation. A nominating committee from the Council will present names of prospective new members to the Council who will review, confirm and present the list each year to the BOCES governing board.
 - b. Should a vacancy occur during a member's term of office, the vacancy will be filled by appointment of the System Council. The BOCES governing board will be notified of the appointment.
 - c. Non-attendance of a member at three consecutive meetings (with no reasonable justification) shall constitute a resignation and the position declared vacant.
5. The System Council shall meet quarterly and at any other time deemed necessary.
6. In order to conduct business, a quorum of seven or a majority of Council members shall be present.
7. The System Council shall work with the System Coordinator on the development of each year's Plan of Service. Upon approval of each Plan of Service by the Council, the governing board shall submit the Plan to the Commissioner for approval. Upon approval

by the Commissioner, it shall be the responsibility of the governing board and the Council to monitor the implementation of the Plan of Service.

8. Council Operations:

- a. The Chairperson of the Council for the coming year will be elected by the membership at the first Council meeting of each fiscal year.
- b. The Chairperson and the System Coordinator shall set the agenda for each meeting.
- c. The System Coordinator will present a Plan of Service implementation report at each meeting.
- d. Minutes of each meeting will be taken by the System Secretary/Typist. Minutes will be sent within two weeks of each meeting to:
 - i. All members of the Library Council
 - ii. The BOCES District Superintendent
 - iii. Liaisons of member districts
 - iv. Department of Library
 - v. Chief School Officers of member school districts
 - vi. BOCES Board President
- e. Subcommittees shall be appointed on a needs basis by the Council Chairperson.

9. Method of Amendment:

A written proposal submitted by any member of the Council must be made seven days prior to a meeting for consideration at the meeting.