School Library System Council Guidelines

I. Name: Madison-Oneida Area School Library System Council

II. Purpose

Section 1. Plan of Service

The governing board and the council shall be responsible for development of the plan of service. Upon approval by the council, the governing board shall submit the plan to the commissioner for approval. After 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. [CR90.18(b)(2)(ii)]

Section 2. Budget

School library system council and the governing board shall approve and file with the State Education Department an annual budget. [CR90.18(e)(13)]

III. Membership

Section 1. Representation

The Madison-Oneida Area School Library System Council shall be composed of 15 members. Member school districts, the New York State School for the Deaf and the non-public schools, shall each have one Representative. The Mid-York Library System and the Central New York Library Resources Council shall each have one appointed representative. There will be one at-large member. The coordinator of the system shall be an ex officio member of the council.

The Council shall be composed of users and providers of system services [C.R. 90.18 (c)(1)(ii)]. Attempts will be made to provide balance on the council including elementary library representation, junior high/middle school library representation, high school library representation, K-12 representation, school building and school district administration representation and classroom teacher representation.

Section 2. Term of Office

The term of office shall be three years. [CR90.18 (b)(2)(i)] No more than two consecutive terms may be served by any member except for the appointed representatives.

Section 3. Vacancies

A. New members will be recruited by invitation of the component school district’s School Library System Liaison. The system director shall present names of new members to the Council who will review and confirm the list each year. The vacancy will be approved by the Madison-Oneida BOCES Board of Education.

B. Should a vacancy occur during a member's term of office, it shall be filled by appointment of the System Council and approved by the Madison-Oneida BOCES Board of Education.
C. Non attendance of a member at three consecutive meetings (with no reasonable justification) shall constitute a resignation and the position declared vacant.

IV. Meetings

Section 1. Schedule
The Council shall meet at least four times a year [C.R.90.18(b)(2)(i)]. Meetings shall be planned in October, January, April and June.

Section 2. Joint Meeting
The June meeting shall be held jointly with system communication coordinators for the purpose of system evaluation.

Section 3. Additional Meetings
Additional meetings may be called as deemed necessary by the system director and/or Council Chair.

Section 5. Voting
Each council member shall have one vote.

V. Officers

Section 1. The officers of this council shall be a Chair and a Vice-Chair.

Section 2. Terms of office.
The term of office will be for two school years. The chairman may not serve two consecutive terms. The term of office will begin on the first of July following the election.

Section 3. Election Procedures
Election of officers shall take place at the last scheduled meeting of the school year.

Section 4 Duties

a) The duties of the council chair shall be:
   i. To prepare, with the system director, all council meeting agendas.
   ii. To preside at all council meetings, facilitating and summarizing discussions.
   iii. To represent the school library system council at State and Regional meetings and conferences as deemed appropriate by the Council.

b) The duties of the council vice-chair shall be:
   i. To fill in, in the absence of the chair.

VI. Committees

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

Section 2
Committee membership may be from council, Communication Coordinators or member district personnel.

Section 3.
Committees may be ad hoc or standing in nature depending on the subject or concern.

Section 4.
The subject or field of activity will be specified by the council.

Section 5.
Committees shall report regularly to the council.

VII. Amendments

Section 1.
Amendments to these Guidelines may be made by a majority vote of the Council at any regular meeting, provided that the proposed changes shall have been submitted at least ten (10) days prior to a regular meeting.