

**Erie 1 BOCES School Library System Plan of Service  
July 1, 2016 – June 30, 2021**

**ERIE 1 BOCES SCHOOL LIBRARY SYSTEM BY-LAWS**

**I. School Library System Council**

**A. Council Composition**

The Erie 1 BOCES School Library System Council shall be composed of representatives from the following:

- 1 representative from the Western New York Library Resources Council
- 1 representative from Nonpublic schools
- 3 representatives from member elementary library media specialists
- 2 representatives from member middle school/jr. high library media specialists
- 2 representatives from member senior high library media specialists
- 1 representative from the Public Library
- 1 Liaison representative from SILS, SUNY@Buffalo
- 1 Ex Officio - Director Erie 1 BOCES School Library System
- 1 Ex Officio - representative from Erie 1 BOCES

**B. Council Terms**

1. Members of the Erie 1 BOCES School Library System Council shall serve three-year terms.
2. Terms shall be staggered so that 1/3 of the Council is new each year.
3. In the event any Council member is unable to complete his/her term, the Director, with the approval of the Council, will recommend to the Governing Board, a replacement for the duration of that individual's term. The nominee shall represent the same group as the resigning Council member.
4. Members of the Council shall serve without compensation.
5. A Council Chair shall be elected each year at the last meeting of the year by the Council members.

**C. Council Member Selection**

1. The Council shall elect new members with an attempt to continue equitable representation that will maintain the adopted composition outlined above.
2. An attempt shall be made to have all districts represented on the Council over a period of time.

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**F. Assurance of Council Meetings and Access to Council Minutes**

The Erie 1 BOCES School Library System Council will meet at least four times each year and additionally if required. In order for a meeting to be held, a quorum, consisting of a majority of the Council membership, must be present. The first meeting of the new year is set at the last meeting of the previous year. Remaining dates are scheduled at the first meeting.

Minutes will be distributed to all Council Members, SED liaisons and to the Governing Board. All Council minutes remain on file at the SLS Office and are available to members upon request. Current minutes will be accessible from the SLS website.

**II. School Library System Communication Coordinator/Liaison**

**A. Communication Coordinator or Liaison Selection**

1. Communication Coordinators representing public school districts shall be appointed by the district superintendent. Appointees must be certified school library media specialists.
2. For nonpublic school members, the staff person responsible for library services shall be the SLS liaison.

**B. Communication Coordinator Meetings**

The Erie 1 BOCES School Library System Communication Coordinators will meet four times each year. The meetings of the new year is set at the last meeting of the previous year.

**C. Communication Coordinator Function**

1. Communication Coordinator function as active two-way communicators, providing information from the SLS to the district as well as bringing valuable feedback from the district to the SLS.
2. Communication Coordinator gather the data needed for continuous Council action in shaping the SLS to meet current and future needs.
3. Communication Coordinator work cooperatively with the SLS to forge partnerships with district/school administrators and other educational groups.

**III. Savings Clause**

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.

rev. 10/2/01; 8/11/06; 2/16/16;11/12/21