

ARTICLE 1. ROCHESTER SCHOOL LIBRARY SYSTEM BY-LAWS

ARTICLE 2. MEMBERSHIP

Section 1. Representation

- a. Membership should consist of librarians (school, public and private), teachers, students, administrators and/or parents. The Council should have a maximum of 17 members.
 - Public School Library Media Specialists (9)
 - Non-public School Library Media Specialists (1)
 - Community of Greater Rochester Professionals (2-3)
 - Users of Library Services: Students, Teachers, & Parents (1-2)
 - School Administrator (1-2)
- b. The Rochester School Library System Director shall serve as an ex-officio member of the Council and all committees.

Section 2. Nominations

- a. Council Members may be nominated to the Council after one year of employment in the City School District or in a non-public member school.
- b. All members of the Rochester School Library System may provide nominations to the Council Chair. All members will vote on the nominees presented by the Council Chair at the last meeting of the school year or via survey. Members will be selected by a majority vote of the Council.
- c. The names of the selected Council members will be presented to the Rochester Board of Education at the next available B.O.E., for their vote on the selected members. Once the B.O.E. has voted, the selected members become bona fide members of the Council.

Section 3. Term of Office

- a. Each RCSD member shall serve a three-year term, to be “staggered” with other members, so that 1/3 of the Council is replaced each year.
- b. Members who have served a three-year term may be nominated to serve after one year off the Council.
- c. In the event of a vacancy during the three-year term, the Council Chair will solicit nominee(s) to fill the vacancy. The Council will receive the names of the nominees prior to the next scheduled meeting, so that the Council can vote at the next meeting. The new Council member will serve out the term of the member that s/he is replacing.
- d. If a Council member misses two meetings in one school year, s/he can be removed by a 2/3 vote of the Council.

ARTICLE 3. MEETINGS

Section 1. Schedule

- a. There shall be at least 4 membership meetings of the Council each school year. Special meetings of the Council may be called by the Chair. No business other than that specified in the notice shall be transacted at any special meeting of the Council.

Section 2. Notice of Meetings and Agenda

- a. All notices of meetings shall set forth place, date, time and purpose of meeting through an agenda to be mailed at least one week prior to the meeting.
- b. Insofar as may be consistent with the purposes of the meeting, the order of business should be as follows:
 - Call to order
 - Presentation of agenda
 - Attendance
 - Minutes of previous meeting
 - Reports of other Systems
 - Committee Reports
 - Old Business
 - New Business
 - Adjournment

Section 3. Quorum

- a. The presence of 2/3 of the voting members shall be necessary to constitute a quorum for the transaction of business.
- b. A simple majority vote of 2/3 of the membership is necessary for passing a motion.
- c. During any vote, in the event of a tie, the School Library System Director should cast the deciding vote.

ARTICLE 4. OFFICERS

Section 1. Positions and Terms of Service

- a. The officers of the Council shall be a Chairperson, Vice Chairperson and Recording Secretary.
- b. All officers will serve for one year with a limit of two consecutive years. Elections will be held in the spring of each year. Officers who served for two years may not serve as an officer again until after they serve one year off the Council.

Section 2. Duties of the Chair

- a. The Chair shall preside at all membership meetings. S/he shall appoint standing committees as well as special committees.
- b. In the event of a vacancy in the Chair or during his/her absence the Vice-Chairperson shall serve as the Chair.
- c. The Recording Secretary shall keep minutes of the Council. A draft of these minutes shall be typed and distributed to all Council members in a timely manner after each meeting. They will be kept on file for at least 3 years in the RSLs office. Approved minutes shall be distributed to all member librarians.
- d. If the Chair cycles off of the Council immediately following his/her Chairmanship, s/he may return the following year as an Ex Officio member of the Council.
- e. Officers will be nominated by a committee appointed by the Chair. The Immediate Past Chair will serve as chair of the officer nominating committee.

ARTICLE 5. DUTIES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS

Section 1. Attendance at Meetings

- a. Members shall attend all regularly scheduled meetings of the Council or shall notify either the Chair or the SLS Director if unable to attend.

Section 2. Purpose of the Council

- a. The Council shall recommend policy and approve the Plan of Service before submission to the governing agency, the Rochester City School District.
- b. The Council shall advise in the preparation of the RSLs budget and approve the budget.
- c. The Council shall participate in the development of an annual review of the Plan of Service.

ARTICLE 6. PARLIAMENTARY AUTHORITY

- a. The rules contained in the most recent edition of Robert's Rules of Order shall govern the proceedings of the Council in all matters not governed by these by-laws.

ARTICLE 7. AMENDMENT OF BY-LAWS

Section 1. Notification of Proposed Amendments

- a. Any Council member may propose amendments to the by-laws. These shall be presented to the Council Chair at least one week prior to a meeting at which discussion of the changes shall be included on the agenda.

Section 2. Approval of Amendments to the By-Laws

- a. The amended by-laws shall be voted upon at the next Council meeting following the meeting at which the changes were proposed. A quorum of the Council is necessary for

approval of the by-laws. The proposed amendment shall become part of the by-laws immediately upon receiving a quorum vote of the Council.