

**TEEN SERVICES COMMITTEE BYLAWS**  
**The Library Network**  
(Revised 04/25/08)

**Article I: Name**

The name of this committee shall be The Library Network Teen Services Committee. (TLN TSC)

**Article II: Purpose**

The primary mission and purpose of The Library Network Teen Services Committee is to promote, advocate and work consistently to achieve the highest level of public library service to persons from 12 to 19 years of age and to provide assistance to anyone providing public library services to this age group.

**Article III: Membership**

Membership is open to any person employed by a TLN library who is involved with providing public library services to persons from 12 - 19 years of age.

**Article IV: Officers**

Section 1: The leadership offices of The Library Network Teen Services Committee shall be Chairperson, Chair-Elect, and Secretary. These officers shall perform duties prescribed in these by-laws.

Section 2: The deadline for nominations is June 1. The printed ballot shall be sent to the voting members by the Secretary no later than July 1. Results shall be reported at the regularly scheduled meeting in August. A majority of the ballots cast are required to elect an officer. The deadline for voting will be stated on the ballot.

Section 3: The term of all offices is one year, from October 1 to September 30 of the following year. No member shall hold more than one office at a time

Section 4: Duties for Chairperson and /or Chair Elect:

- Calls and presides at all TLN TSC meetings.
- Prepares the calendar and the agenda for each meeting, considering input from the membership.
- Determines the liaison from the TLN TSC to the TLN advisory board.

Duties for the Secretary:

- Handles all official correspondence of the committee.

- Records and maintains the minutes of the TLN TSC and sees that they are distributed electronically and/or in hard copy to all TLN TSC members, directors of TLN libraries, the TLN Administrative Assistant for inclusion into the TLN newsletter, and the TLN Webmaster for inclusion into the TLN TSC web site.
- Distributes the meeting agenda from the Chairperson electronically and/or in hard copy to all TLN TSC members, directors of TLN libraries, the TLN Administrative Assistant for inclusion into the TLN newsletter, and the TLN Webmaster for inclusion into the TLN TSC web site.
- Prepares, sends and tabulates ballots for the annual election of officers.
- Maintains the TLN TSC membership directory on the TLN TSC Web Site.

Section V: In the event that the Chair-elect or Secretary position becomes vacant, the Chairperson shall be responsible for calling a special election for the purpose of filling the vacant position. Nominations for the vacant position will begin the same meeting the current Chair-elect's or Secretary's resignation is announced. A vote for a new Chair-elect or Secretary will be held at the meeting following the resignation by printed secret ballots distributed by the Secretary at the meeting. The elected member will serve till the completion of the office for that term. The new Chair-elect will take office as Chairperson on October 1 regardless of the amount of time he/she has spent as chair-elect.

#### **Article V: Subcommittees**

Section 1: Standing subcommittees may be formed at the discretion of the TLN TSC membership.

Section 2: Standing subcommittee members may volunteer or be appointed by the Chairperson.

#### **Article VI: Meetings**

Section 1: There will be no fewer than four meetings per ELECTION year.

Section 2: Voting will be established at one vote per numbered library agency.

Section 3: A motion shall be carried by a simple majority of the voting members present.

Section 4: Robert's Rules of Order Revised Edition shall be the parliamentary authority on all matters not covered in these by-laws.

Section 5: Special meetings may be called by the Chairperson of the TLN TSC at the request of at least three of the TLN TSC membership.

**Article VII: By-Law Amending**

These by-laws may be amended by a two-thirds vote of the voting membership present at a regular meeting and any absentee ballots. Absentee votes will be accepted by a deadline stated with the proposed amendment. The proposed amendment must be submitted in writing to the entire TLN TSC voting membership at least 15 days prior to the meeting at which the vote will take place.