

Youth Services Committee

The Library Network

(Revised 8/10/12)

Article I: Name

The name of this committee shall be The Youth Services Committee (YSC) of The Library Network. (TLN)

Article II: Purpose

The primary mission and purpose of The Library Network Youth Services Committee is to promote, advocate and consistently work to achieve the highest level of public library service to youth from birth to twelve years and to others concerned with young people.

Article III: Membership

Membership is open to any person within TLN who is active in public library services to youth.

Article IV: Officers

Section 1: The officers of this committee shall be Chairperson, Chair-elect, and Secretary. These officers shall perform the duties prescribed by these by-laws.

Section 2: The deadline for nominations is the last scheduled meeting prior to September 1st. The printed ballot shall be sent to the voting members by the Secretary no later than September 1st. Results shall Be reported no later than September 30th. A vote is required to elect an officer. The deadline for voting will be stated on the ballot.

Section 3: The term of office FOR ALL OFFICERS shall be for one year, October 1 to September 30. 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 Youth Services Committee meetings.
- Prepares the calendar and the agenda for each meeting, considering input from the membership.
- Contacts TLN Steering Committee's Youth Services liaison to report YSC business and updates.

Duties for the Secretary:

- Handles official correspondence of the committee.
- Records and maintains the minutes of the Youth Services Committee and sees that they are distributed to the general membership and Directors of TLN libraries.
- Prepares, sends and tabulates ballots for the annual election of officers.
- Maintains committee membership directory on the YSC web page and update after each meeting and acts as liaison to TLN of the YSC web page.

Section 5: In the event that there is a single candidate for an office on the election slate and that nominee must drop out AFTER the ballots have been distributed, the Chair shall canvass the membership for members willing to perform office duties IF elected as a write in candidate on the ballot. The Chair will then, by posting a message to the TLN YSC listserv, instruct the membership to vote for one of the members who are willing to perform office duties if elected as a write in candidate. All ballots received prior to such posting will be declared void, and all members will be instructed to recast their ballots. The same ballot sheet will be used, but voters will be instructed to write in the name of their choice. In such an event, electability as a write in candidate will be open to all members.

Section 6: In the event that an elected officer is unable to perform their elected duties *during their term of office*, the Chair shall canvass the membership for a volunteer to take the place of the elected officer.

Section 7: In the event that there is no candidate for an office on the election slate, the ballot shall include a write-in slot for the membership to write in the candidate of their choice.

Article V: Committees

Section 1: Standing committees may be formed at the discretion of the YSC Committee.

Section 2: Committees may be created at the request of the YSC general membership.

Section 3: Committee members may volunteer or be appointed.

Article VI: Meetings

Section 1: There will be no fewer than four meetings per 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 YSC at the request of at least three members of the Youth Services Committee.

Article VII: By-Law Amending

These by-laws may be amended by a two-thirds vote of the voting membership at a regular meeting. The proposed amendment must be submitted in writing to the members of the Youth Services Committee at least 15 days prior to the meeting at which the vote will take place. Absentee votes will be accepted by a previously stated deadline.