

# **SWAYS**

## **Southwest Advocates for Youth Services**

# **BYLAWS**

**APPROVED: May 13, 2009**

### **MISSION STATEMENT:**

The mission of SWAYS is to coordinate the communication network among youth services staff throughout LCLS, to advocate quality library services for youth and to promote the importance of those services in our communities, the metropolitan area and throughout the state.

### **MEMBERSHIP:**

Membership is open to any library staff member serving young people in any member library of the Lewis and Clark Library System or surrounding metro area libraries.

### **OFFICERS AND ELECTIONS:**

Elections are held annually at the May meeting. Nominations will be taken from the floor. A slate of officers will be proposed at the April meeting. Self nominations are accepted. Nominations for other must be with consent. Simple majority rules. Terms of office begin in September.

Officers shall consist of:

1. a chair and
2. a vice chair/chair elect (2 year term - first year vice chair and second year chair)
3. a notetaker - elected annually for one year term.

Volunteer SWAYS representation is recommended to attend meetings with other special interest groups:

1. Librarians Advisory Council (LAC) – 3-year term
2. School Librarians Information Network Group (SLING) – 1-year term
3. Metro Area Public Libraries (MAPL) – Try to attend at least one meeting a year
4. Illinois Library Association's Youth Services Forum (YSF) – 3-year term

### **DUTIES:**

1. The chair shall prepare agenda for, call preside at, and close all meetings.
2. If the notetaker is unable to attend a meeting, the chair shall appoint a temporary notetaker for that meeting.
3. In the absence of the chair, the vice chair presides.
4. The notetaker shall take and distribute minutes of each meeting to all members and to the youth services' consultant at LCLS.
5. The SWAYS representative to LAC shall represent the viewpoints and interests of SWAYS at LAC meetings and report to SWAYS members on LAC discussions and activities.
6. The SWAYS representative to SLING shall serve as a liaison to inform, promote and encourage joint interests and activities for both groups.

In the event an elected officer cannot fulfill his/her term, the chair will appoint another member to fulfill the vacancy until the next scheduled election.

If the chair vacates, the vice chair shall become chair.

## MEETINGS

1. Regular meetings are held the second Wednesday of each month September through May, unless otherwise arranged.
2. Special meetings may be called by chair if required.
3. The annual membership business meeting will be held in April.
4. The agenda of the April meeting includes:
  - nomination of officers,
  - meeting dates,
  - programs and locations for the coming year,
  - revision of goals and activities.
5. Agenda of the May meeting includes election of officers and approval of by-laws.
6. Meeting locations are rotated on a voluntary basis.

## OPERATIONAL PROCEDURES:

1. Any action adopted by this group shall be approved by a simple majority of those present. In case of tie, the chair casts the deciding vote.
2. Each library attending shall have one vote.
3. The chairperson shall appoint task forces, or groups on a standing or ad hoc basis for specific working assignments.
4. Any member may propose a motion.
5. Any proposal of significant fiscal implications shall be brought before group and discussed but not voted upon until the next regular meeting.
6. Goals and activities portion of this document shall be reviewed and revised at the annual business meeting to determine appropriate implementation.

## BYLAWS CHANGES:

1. All SWAYS members shall receive a copy of the SWAYS bylaws.
2. Bylaws shall be adopted and amended by a two-thirds majority.
3. Any bylaws change must be presented in writing prior to the meeting at which it will be discussed and voted on no sooner than the following meeting.

## **GOALS AND ACTIVITIES:**

### **GOAL 1:**

To promote the importance of library services provided for young people.

#### Activities

- Promoting and encouraging the highest standards of education and training for those serving youth.
- Pursuing continuing education and professional development opportunities.
- Addressing professional concerns and issues.
- Investigating new technologies and their application to youth services,
- Keeping abreast of trends, policies, and legislation

### **GOAL 2:**

To improve the quality of local library services for young people.

#### Activities

- Reviewing and evaluating materials for collection development.
- Consulting on policy and procedural matters.
- Sharing materials and program ideas.
- Maintaining a support network for youth services providers.

### **GOAL 3:**

To advocate library services for young people at the system level.

#### Activities:

- Planning long range cooperative development of services, programs and collections.
- Planning joint public relations and promotional projects.
- Representing youth services concerns on committees at the system level.
- Educating interest groups on youth services topics.

### **GOAL 4:**

To represent young people and the support of youth services at the state and national level.

#### Activities:

- Planning and developing cooperative lobbying efforts.
- Networking with our agencies and organizations that support services to youth.
- Encourage SWAYS representatives to attend meetings of other special interest groups that address youth service issues.