

Oregon City Public Library Teen Advisory Committee Bylaws

Purposes

The purposes of the Teen Advisory Committee (TAC) are:

- A. To discuss and explore ways that the Library can provide a welcoming and inclusive environment for all teens in our community.
- B. To provide perspective and feedback to library staff and library board members.
- C. To provide opportunities to develop leadership skills through planning and organizing teen projects and events.

Membership

The TAC shall consist of up to 13 members.

- A. Members of TAC shall, by September 30th of the year in which they are being appointed, be a current high school student (9th through 12th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June 30th of the member's twelfth-grade year.
- C. Recruitment, selection, and appointment of TAC members shall be conducted by the Teen Librarian with the advice of the Library Board's appointed TAC liaison.
- D. The Teen Librarian and Library Board's appointed TAC liaison shall serve as ex officio, not-voting members.

Officers

At the September meeting, members of TAC shall elect a Chairperson, Vice Chairperson, and Scribe. The Chairperson and Vice Chairperson shall be in or entering grade 11 or 12 and have been a member of TAC for a minimum of one year. The Scribe may be in any grade and there is no minimum service required. Officer terms of service will be one year.

Chairperson

The Chairperson is responsible for running the TAC meeting, acting as the liaison from TAC to the Library Board, assigning tasks to TAC members and committees, and working with the Teen Librarian to set the upcoming agendas.

Vice Chairperson

The Vice Chairperson will normally be the acting liaison to the Young Teen Advisory Committee (YTAC) and will attend their group meetings which are to take

place quarterly. The Vice Chairperson shall take over the duties of the chair in the chair's absence.

Scribe

The Scribe is responsible for taking meeting minutes in accordance with these bylaws.

Responsibilities & Expectations

- A. Members shall participate in goal-setting discussions at the beginning of each school year (September – June).
- B. Members shall be responsible for completing tasks and projects as assigned.
- C. Members will have the opportunity to volunteer at the library on an “as needed” basis.
- D. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Teen Librarian. If a member has more than two unexcused absences in a school year, TAC members may vote to remove the member from TAC.

Date, Time and Location of meetings

- A. A minimum of 4 regular meetings shall be scheduled during the school year (September through June). Notwithstanding this minimum, meetings are ordinarily held more frequently, on a monthly basis.
- B. TAC meetings shall be held at a time and place agreed upon by the committee.
- C. A majority of the members of TAC shall constitute a quorum.

Agendas, Minutes, and Decisions

- A. The Teen Librarian shall prepare TAC agendas in consultation with the chair and Library Board liaison.
- B. Minutes shall be prepared for each meeting in accordance with Oregon Public Meetings Law.
- C. Minutes shall be approved at a subsequent meeting by a vote of TAC. If amendments are requested by any member of TAC, those amendments must be approved by TAC at the time of adoption. TAC may request the minutes be returned after any amendments are incorporated for further review and approval.
- D. Official Actions – TAC may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)
 - a. Letters to be signed by the Chairperson
 - b. TAC approval of the document in question

Subcommittees

TAC shall have a standing Young Teen Advisory Committee (YTAC). Please see Appendix A for additional information about YTAC.

The Chair, with the approval of TAC, may establish other special committees. Committee objectives and/or purposes shall be expressly stated.

Accessibility

- A. The Teen Librarian will attempt to accommodate any accessibility issues as they arise to improve access and participation for all.

Revisions of the Bylaws

- A. From time to time, TAC may review and recommend changes to its bylaws
- B. Any revisions to the TAC bylaws shall be approved by the Library Board.

Parliamentary Procedure

The parliamentary procedure for meeting and operations of TAC shall be the responsibility of the Chair and Teen Librarian. In the event there is a disagreement or objection to the procedures pursued, Roberts Rules of Order, Newly Revised, shall constitute the authority.

Appendix A – Young Teen Advisory Committee (YTAC)

Purposes

The purposes of the YTAC are:

1. Promote involvement in the library for young teens
2. Earn volunteer hours through weekly volunteer assistance at the library
3. Practice skills young teens will need for their first job
4. Develop leadership ability and library knowledge to prepare to serve on the Teen Advisory Committee (TAC) as a high school student

Membership

- A. Members of YTAC shall, by September 30th of the year in which they are being appointed, be a current middle school student (6th through 8th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June of the member's 8th grade year.
- C. Recruitment, selection, and appointment of YTAC members shall be conducted by the Youth Services Librarian with the advice of the Library Board's appointed TAC liaison.
- D. The Youth Services Librarian and the Library Board's appointed TAC liaison shall be ex officio, non-voting members.
- E. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Youth Services Librarian. If a member has more than two unexcused absences in a school year, the Youth Services Librarian with the advice of the Library Board liaison may remove the member from YTAC.

Meetings

- A. A minimum of 2 regular meetings shall be scheduled during the school year (September through June).
- B. YTAC meetings shall be held at a time and place agreed upon by the committee.
- C. The Youth Services Librarian will take and post minutes.