



## **ARTICLE I: NAME**

This organization shall be called the "Teen Advisory Board" of the Novi Public Library and abbreviated as "TAB."

## **ARTICLE II: MISSION STATEMENT**

The Novi Public Library Teen Advisory Board (TAB) will strive to assist with the improvement of library services for teens by:

- Planning, implementing, and participating in teen programs
- Creating an inviting atmosphere at the library by maintaining a safe, attractive teen area
- Promoting ideas regarding the young adult collection
- Promoting and encouraging reading by teens
- Providing a forum for which teens can share ideas and improve relations between teen patrons and the library

## **ARTICLE III: MEMBERSHIP**

Section 1:

TAB shall be coordinated by an adult library staff member who will serve as TAB advisor and supervisor of all TAB meetings, activities, and programs. The TAB advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise an idea due to space, budget, or relevancy.

Section 2:

TAB shall maintain an open membership, with no limit on the number of members.

Section 3:

TAB membership is open to students in grades nine through twelve.

Section 4:

Members may continue to serve on TAB until they have graduated from high school.

Section 5:

A member shall be held accountable for absences and become "inactive" after three unexcused absences. An absence shall be considered unexcused when a member is absent from an official TAB meeting and makes no effort to inform the TAB advisor. It is solely up to the TAB advisor to decide if an absence is excused or unexcused. Inactive members will be taken off the TAB mailing list and will no longer be eligible to vote during meetings.

## **ARTICLE IV: OFFICERS**

Section 1:

Officers shall consist of a president, a vice president, a secretary, an activities director, and a historian, elected from the members of TAB. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

Section 2:

The president will work closely with the TAB advisor to organize TAB meetings. The president will assist the TAB advisor in creating the meeting agenda and will preside over the TAB meetings. The president will act as a contact person, along with the advisor, for other TAB members.

Section 3:

The vice president will serve as acting president in his or her absence. The vice president will assist the TAB advisor and president in directing TAB meetings. The vice president will assist the president and TAB advisor to inform and remind all members of upcoming meetings and programs.

Section 4:

The secretary will keep minutes and attendance of TAB meetings. The minutes will be kept on the library's website for public record. The secretary will read the highlights of the previous meeting minutes at the beginning of each regular meeting. The secretary will serve as the acting president in the absence of the president and vice president.

Section 5:

The activities director will plan and implement activities for the TAB members with the TAB officer and TAB advisor.

Section 6:

The historian will keep a record of all TAB meetings and activities by collecting and gathering photographs and other memorabilia that will provide future TAB members with a detailed record of TAB.

Section 7:

Officers will serve a term of nine months, from September through May.

Section 8:

Each May a new election will be held. Officers may serve in the same office for unlimited terms. Officers will be voted upon by TAB members via ballot to be tallied by the TAB advisor.

**ARTICLE V: MEETINGS**

Section 1:

TAB will follow the school year, September through May. Meetings will be held at the Novi Public Library monthly. Meeting times and dates are subject to change as TAB members or the TAB advisor sees fit.

Section 2:

TAB meetings shall have an informal, welcoming and respectful atmosphere that will allow for discussion and comments by all members. TAB members will show respect for

other members, guests, library staff and library patrons. TAB members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed and by refraining from negative comments when responding to other people's ideas. TAB members will also respect the privacy of other members.

**ARTICLE VI: REMOVAL OF MEMBERS FROM TAB**

In the extremely rare case that a member of TAB is consistently disruptive to the mission of TAB, it is the responsibility of the TAB advisor to remove that person from the membership. The TAB advisor will make every attempt to resolve the situation before removing the member from the board.

Bylaws – revised March 2016