

BYLAWS

MILTON PUBLIC LIBRARY

TEEN ADVISORY BOARD (TAB)

ARTICLE I: NAME

This organization shall be named the Milton Public Library Teen Advisory Board and will be shortened to “TAB.”

ARTICLE II: MISSION

The mission of the Milton Public Library Teen Advisory Board (TAB) is to encourage students in grades 7 through 12 to become life-long library users through the promotion of reading, volunteerism, and participation in the library, and to assist the library both in developing and implementing programs which serve local teens. Milton Public Library recognizes its duty in promoting citizenship and literacy and believes that creating a teen-friendly environment is essential in sustaining a healthy, thriving community. To uphold this responsibility, the Teen Advisory Board aims to give the library a new perspective on youth and youth a new perspective on libraries.

ARTICLE III: MEMBERSHIP

SECTION 3.1: ADVISOR

TAB shall be coordinated by the Young Adult Librarian who will serve as TAB Advisor and supervise all TAB meetings, activities, and special projects. The TAB Advisor will provide guidance in planning TAB activities and reserves the right to reject and/or revise any ideas due to space or budget constraints or other concerns.

SECTION 3.2: NUMBER OF MEMBERS

The Board shall consist of twenty (20) members.

SECTION 3.3: ELIGIBILITY

TAB membership is open to students in grades 7 through 12 in the library’s service area and surrounding communities. It is for the interest of the Board that the middle school, high school, and homeschooling community are all represented during a term.

SECTION 3.4: PROGRAMMING REQUIREMENT

All TAB members will be responsible for creating and leading a program, or series of programs, at Milton Public Library during their TAB membership. Members can work individually, as a pair, or as a group of three. In-person and virtual programs must be at least 45 minutes long. A series of informational videos can also be created, including booktalks, that will be posted on library social media. Programs and videos for teens are preferred. Any program ideas must be approved by the Advisor.

SECTION 3.5: COMMUNITY ENGAGEMENT

As a part of TAB and the library, members are strongly encouraged to represent the library out in the community. The group should seek out opportunities to help other local non-profits and organizations through volunteer and support work.

SECTION 3.6: ATTENDANCE

All members should make meeting attendance a high priority. A member shall be held accountable for absences and will become inactive after three (3) unexcused absences. An absence shall be considered unexcused when a member is absent from an official TAB meeting or other requirement 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.

ARTICLE IV: MEMBERS AND OFFICERS

SECTION 4.1: The officers shall be President, Vice President, and Secretary, elected by the members of TAB. All Officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB. All Officers will further represent the library to their peers and community.

SECTION 4.1.1: PRESIDENT

The President of the TAB will work closely with the TAB Advisor to organize TAB meetings. The President will preside at Board meetings. The President will also be a non-voting member of the Library Board and will attend meetings to represent TAB. The President may delegate their Library Board responsibilities to a Member, but a reasonable effort should be made to ensure that the delegate serves a term that coincides with that of his or her appointer.

SECTION 4.1.2: VICE PRESIDENT

The Vice President will serve as President in his or her absence. The Vice President will serve as membership coordinator, keeping track of active and inactive members and informing members of unexcused absences. The Vice President will attend Library Board meetings in the absence of the President.

SECTION 4.1.3: SECRETARY

The Secretary will keep minutes of TAB meetings. The Secretary will be responsible for the attendance sheets at all meetings. The secretary will keep track of all votes taken at each meeting. The Secretary will also send a completed version of the minutes to the TAB Advisor no later than 3 days after a meeting. The Secretary will serve as the President in the absence of the presiding President and Vice President.

SECTION 4.1.3.1: SECRETARY'S ABSENCE

In the absence of the Secretary for any meeting, the Board will nominate a member to temporarily fulfill the Secretary's duties and requirements for that specific meeting. A member may nominate themselves.

SECTION 4.1.4: TREASURER

The TAB Advisor will act as Treasurer and keep track of all money accounts receivable and payable.

SECTION 4.2: ELECTION OF OFFICERS

Officers will be elected by majority vote. Members may be nominated by another Member or be self-nominated at the August meeting, for election at the September meeting.

SECTION 4.2.1: ELIGIBILITY

A candidate for any Officer role must have been a Member of TAB for at least 6 months preceding their election as an Officer.

SECTION 4.3: TERMS OF OFFICE

All Officers and Board members will serve a 12-month term from September to August. Members who graduate from high school in June may continue their term through August. Furthermore, seniors who graduate early may continue their term through August. All Officer positions for the new term will be up for election at the end of the current term in September

SECTION 4.3.1: TERM LIMITS

No member of the Board shall serve more than three terms as an Officer. Should any Board member be elected to a partial term as an Officer, that Member is eligible to serve three additional terms as an Officer.

SECTION 4.4: VACANCIES

Officer and Board member vacancies that occur during a term shall be filled as soon as reasonably possible. If possible, the Member shall continue to serve until the vacancy is filled. Appointment to fill a vacated term is not included as a term for purposes of counting a full term served.

SECTION 4.4.1: RESIGNATION

Members shall inform the TAB Advisor if they decide to resign from TAB membership. A member may step down from an Officer position and become a regular Board member. An election will be held to fill the vacated Officer position.

ARTICLE V: MEETINGS

SECTION 5.1: TIME AND DATE

Meeting dates and times will be determined at the beginning of every school year and adjusted if needed.

SECTION 5.2: SPECIAL MEETINGS

Special meetings may be called by the TAB Advisor to complete tasks as needed.

SECTION 5.3: AGENDA

The TAB Advisor will be responsible for putting together the monthly agendas. Items may be placed on the agenda by the TAB Advisor or any member of the Board. Items included on the agenda must be submitted to the TAB Advisor no later than a week before the Board meeting at which the agenda item will be considered. All agendas will be sent out via email the Thursday before the scheduled meeting, no later than 5:00 p.m. Agenda packets will contain the posted agenda.

SECTION 5.4: VOTING

Each Member shall vote on agenda items that require a vote. Agenda item must be approved by a majority of the Board Members present at the meeting. The TAB Advisor has the right to overturn or adjust any voting outcomes.

SECTION 5.5: MINUTES

A recording or written minutes shall be made of all open sessions of Board meetings. Minutes will be available upon request.

ARTICLE VI: SUBCOMMITTEES

When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with prior consent of the TAB Advisor.

ARTICLE VII: BYLAW AMENDMENTS

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board.

Approved and adopted at a meeting of the Milton Public Library Teen Advisory Board on January 28, 2015.

Updated at a meeting of the Milton Public Library Teen Advisory Board on January 20, 2017.

Updated at a meeting of the Milton Public Library Teen Advisory Board on August 16, 2017.

Updated at a meeting of the Milton Public Library Teen Advisory Board on October 30, 2018.

Updated at a meeting of the Milton Public Library Teen Advisory Board on September 22, 2020.

Updated at a meeting of the Milton Public Library Teen Advisory Board on September 28, 2021.

Updated at a meeting of the Milton Public Library Teen Advisory Board on May 23, 2023.

Updated at a meeting of the Milton Public Library Teen Advisory Board on February 25, 2025.