Bylaws for the Montclair Public Library
Teen Advisory Board

(Adopted January 2, 2013, updated May 2, 2018)

ARTICLE I: NAME

This organization shall be called “The Teen Advisory Board of the Montclair Public Library” and be abbreviated as “TAB.”

ARTICLE II: MISSION

The mission of TAB is to promote Montclair Public Library’s services to teens by:

1. Planning and implementing teen programs
2. Creating an inviting atmosphere at the library by maintaining a safe, attractive teen area
3. Promoting ideas in the young adult collection
4. Promoting and encouraging reading by teens
5. Advocating the rights of teens

The existence of TAB does not preclude the development of other teen programs by library staff.

ARTICLE III: MEMBERSHIP

Section 1:
TAB shall be coordinated by an adult library staff member 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 an idea due to space or budget constraints.

Section 2:
TAB shall maintain a membership of 40. Applications will be accepted and put on a waiting list for membership.

Section 3:
TAB membership is open to Montclair students in grades 6 through 12.
Section 4:
Members may continue to serve on TAB until member graduates from high school.

ARTICLE IV: OFFICERS

Section 1:
The officers shall be a Chairperson, a Vice-Chairperson, a Secretary, and two Trustees elected by the members of TAB. One TAB member will be elected as Chairperson and a second TAB member will be elected as Secretary. If multiple members run for Vice-Chairperson, two representatives may serve in that position as Co-Vice-Chairpeople. Members shall run for the Trustee position and be elected by the members of TAB, or if a member runs for Chairperson, Vice-Chairperson, or Secretary and is not elected, the member shall become a trustee. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

Section 2:
The Chairperson of TAB will work closely with the TAB advisor to organize TAB meetings. The Chairperson will assist the TAB advisor in creating the meeting agenda and will preside over TAB meetings. The Chairperson will act as a contact person for other TAB members who want items added to the meeting agenda.

Section 3:
The Vice-Chairperson will serve as the Chairperson in his or her absence. The Vice-Chairperson will serve as membership coordinator, keeping track of active and inactive members and new applications. The Vice-Chairperson will inform and remind all members of upcoming meetings, programs, and special events.

Section 4:
The Secretary will keep minutes of TAB meetings and keep them on file in a notebook at the Children’s Reference Desk. The Secretary will be responsible for the attendance sheets at all meetings and inform the Vice-Chairperson of absent members at meetings. The Secretary will read the highlights of the previous meeting’s minutes at the beginning of each regular meeting. The Secretary will see to the upkeep of the master file of minutes to be kept in the YA area. The Secretary will keep track of all votes taken at each meeting. The Secretary will serve as the Chairperson in the absence of the presiding Chairperson and Vice-Chairperson. The Trustees shall substitute for any absent officers at meetings or events, including the Chairperson, Vice-Chairperson, or Secretary. The Trustees shall further be responsible for evaluating the success of TAB events.
Section 5:  
Officers will serve a term of one year September thru May.

Section 6:  
Each May a new election will be held. Officers may serve in the same office for two (2) terms.

ARTICLE V: MEETINGS

Section 1:  
The regular meetings will be held once a month on the first Wednesday of each month at 6:30 p.m., during the months of September through May.

Section 2:  
Special meetings may be called by the TAB advisor to complete tasks as needed.

ARTICLE VI: CODE OF ETHICS

Section 1:  
TAB members will keep the TAB mission at the forefront of all TAB activities.

Section 2:  
During all TAB meetings, activities, and library functions, TAB members will act in a way that reflects positively on the Montclair Public Library.

Section 3:  
TAB members will show respect from other TAB members, library staff, and library patrons. 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.

Section 4:  
TAB members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly.

Section 5:  
TAB members will strive to make use of their time during meetings and while working on projects by staying on task.
Section 6:
TAB members will respect the privacy of other TAB members.

ARTICLE VII: REMOVAL OF MEMBERS FROM TAB

Section 1:
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.

Section 2:
Members are allowed three (3) excused absences and one (1) unexcused absence. An excused absence must be reported to either the library advisor or the Chairperson by 4:30 the day of the meeting. If any TAB member exceeds the allotted absences the group will take the next person on the waiting list.