

Teen Advisory Board
Camp Verde Community Library
Saturday, Sept 20, 2014, 10:00am – 2:00pm

1. Role Call.

Present.

President Bailey Gagnon, Vice President Travis McIntire, Ladd Willis

Also Present. Volunteers Isaiah Barreras, Ethan Moll

Absent. Treasurer Celeena Johnson (Excused), Bill Cook, Angel Presley

2. Timeline.

- a. 10:00 – 10:30 Library Leaders Challenge (Roll Call: same) Databases: Tutor.com, Library Card # / Pin memorization
- b. 10:30 - Noon TAB Meeting
- c. 1230 – 2:00pm UPcycling: plastic bottle cap bead curtain, hole-punching, stringing

3. Decisions.

- a. None: a quorum was not present for decision-making.

4. Event Schedule (Click Link to Update Google Calendar: Name, Time, Place, Description)

Names of Events Cancelled, Rescheduled, or Added:

- a. Halie's Car Wash TENTATIVE
- b. Bill's Roast Request Denied due to duplication of efforts.
- c. Verde River Days Trip Request Denied due to liability concerns
- d. TAB Candidate Paul Elmer's Interview: TENTATIVE, Sat, 25 Oct, 10:00am.

5. Meeting Highlights.

a. Bylaws: see attached in Red for proposed changes. Most of the recommendations were minor matters of wording. Significant proposed changes to Mission statement.

6. Due Outs.

a. TAB: Read Book Thief Sat, Sept 27th (1 week); Design Main Street Sat, Oct 4th (2 weeks)
Halie's Car Wash Plan of Action Sat, Sept 27th.

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Teen Advisory Board of the Town of Camp Verde Community Library during the meeting held on September 20, 2014. I further certify that the meeting was duly called and held, however, a quorum was not present.

Electronic signature: Saepyol Choe, Teen Programs

Bylaws of the Teen Advisory Board (TAB)
Proposed Changes in Red

Article I: NAME

Section I

This organization of the Town of Camp Verde Community Library shall be called the Teen Advisory Board and abbreviated as TAB.

Article II: MISSION

The mission of TAB is to offer fun, constructive opportunities for Teens by creating the best possible programs and resources through the Camp Verde Community Library, **while promoting the Library and Literacy.**

Building up Teens to be the change they want to see in their Community.

Article III: VISION

1. Transform the library into a vital hub of interactive learning that **involves** with community input.
2. Design the Teen space, make recommendations for the Teen collection, and maintain an active event calendar through community **collaboration.**
3. Develop skills in student leadership, communication, teamwork, research, marketing, and networking. (**see 40 Developmental Assets**)
4. Build confidence by **showcasing** strengths and **overcome** challenges.
5. Create community through acceptance and cooperation.

Article IV: MEMBERSHIP

Section 1: Eligibility

TAB “Members” are distinct from “Volunteers.” Together, Members and Volunteers will be referred to as “Participants.” Members are students in grades 8th through 12th who complete a TAB application, interview, and are voted in by a majority vote. Members have voting rights, may run for office, **and have more responsibility.** “Volunteers” may include students **age 12 and up.**

Section 2: Expectations

All Participants should follow to the Code of Conduct (see Article VII) and participate in TAB meetings (see Article VI Meetings) and events. Certain Library and TAB events which are important to the accomplishing the TAB mission and vision may also be deemed as mandatory events by the Staff. **Members may be excused from required events for approved reasons.**

Section 2: Staff Support

An adult library staff Member will serve as the TAB Leader and supervise all TAB meetings, activities, and projects. The TAB Leader is ultimately responsible for establishing meeting agendas, Membership applications, adherence to bylaws, recordkeeping, quality control, and **participant** safety. The TAB Leader provides guidance and mentorship to ensure the fulfillment of the TAB mission and goals.

Section 3: Voting Rights

Members have full voting rights. Volunteers who show the same level of dedication as Members, who are excluded from Membership due to age, may earn full voting rights by a majority vote no sooner than one month after joining. Voting privileges of Volunteers may also be revoked by a majority vote after 3 unexcused absences or significant issues with conduct (see Article VII Code of Conduct). On significant issues, such as matters of semi-permanence, safety, or public relations, the TAB leader holds veto rights and may vote to break a tie.

Section 3: Enrollment

To join TAB, Members and Volunteers complete a written TAB application form, any time during the calendar year. **Application process: 1) visit one TAB meeting, 2) know the Bylaws, 3) submit a TAB application, 4) submit a Photo / Video Release Form for Minors, 5) schedule and complete a group interview with TAB during a regular meeting, within 1 month from the date of application, and 6) be approved by a majority vote by the following meeting. Volunteers conduct a group interview, but do not need to be approved by majority vote.** The group interview, at a minimum, consists of the TAB Leader and Officers asking questions from the application, followed by questions from the Members and Volunteers. **Voting on the new Member takes place the day of the interview.**

Section 4: Size

TAB must maintain a minimum of 4 **Members**--consisting of at least 2 Officers and 2 Members, and should not exceed 15 Members. There is no maximum for Volunteers.

Section 5: Membership Terms

Members must serve for a minimum of one calendar year. The TAB must maintain a minimum of 2 Officers and 2 Members to exist and operate. If a resignation will cause the TAB to fall below the required Membership, a new Member must be recruited into TAB before the Member may resign.

Section 6: Candidates for “Change of Status”

Members and Officers will have an automatic “Change of Status” to “Volunteers” after 3 unexcused absences during one calendar year. “Change of Status” refers only to removal due to unexcused absences.

Section 7: Resignation

A Member wishing to resign from TAB must submit a “Resignation Letter.” If a resignation will cause the TAB to have fewer than **4 Members**, a new Member must be recruited into TAB before the Member may resign. The resignation process is different if the Member is an Officer (See Article V Officers, Section 9 Resignation).

Article V: OFFICERS

Section 1: Required Positions and Attributes

Required officer positions include a President and Vice President. Optional positions may include: Secretary, Treasurer, and Public Relations. Officers should be good role models, students, recruiters, and committed to attend all meetings and TAB events. Officers exemplify the Code of Conduct (see Article VII). TAB may create or remove optional officer positions and duty descriptions by majority vote, as needed.

Section 2: Elections

Elections for Officer candidates will be held every August, and will be determined by majority vote during a regular meeting by September 1st. Officers will serve a minimum term of one calendar year, and may continually run for re-election, as long as they remain in good standing.

Section 3: President

The President is the most committed Member and leader who prominently represents the TAB, responsible for public relations and reputation management, inspires and encourages all TAB Participants, and promotes the TAB mission and goals. The President works closely with the TAB Leader, helps establish meeting agendas, receives agenda item requests from other Participants, and presides over the meetings. The TAB Leader may preside over meetings, as needed.

Section 4: Vice President

The Vice President assists the President, is responsible for the training, conduct, and morale of the Officer staff, and serves as the President in his or her absence. The Vice President **serves as the membership coordinator, keeping track of Participant statuses: Member, Volunteer, New Applicant, Probation, Change of Status, Removal, and Resignation. He or she helps the Secretary take attendance for all TAB events, and helps maintain quality control and active participation.**

Section 5: Secretary

The Secretary records and publishes minutes for TAB meetings and may help with other administrative tasks, such as: updating a Membership directory, **posting new**

events on a public calendar, filling out forms, as required. Minutes will be posted for the public on the Library website within two weeks. Library Staff is responsible for uploading minutes to the Library website and digitally backing up the files. The Secretary announces absent Members at meetings and keeps track of all votes taken at each meeting. If the Secretary will be absent from a meeting, he/she should immediately appoint a person to record meeting minutes in his/her absence. The TAB Leader, other Members / Officers / qualified Volunteer may cover these duties, as needed, until this position is filled.

Section 6: Additional Officers

The Treasurer keeps track of the overall program budget, individual project budgets, expenditures, revenues, donations; researches costs and projects spending. The Public Relations officer manages the organization's reputation through media sources and marketing materials. The PR officer may submit press releases and news articles, create posters, and maintain a directory of existing and potential community partners. The TAB Leader and other Members or Officers may cover these duties, as needed, until these positions are filled.

Section 7: Disciplinary Action

In the event of significant issues with participation and/or conduct, the Participant may be: 1) placed on probation, 2) barred from participation in certain events, and/or 3) have certain privileges revoked, based on the nature of the offense(s) and discretion of the TAB Leader and/or Library Staff. Participants undergoing disciplinary action will otherwise continue to carry out their normal TAB responsibilities, according to the Bylaws. If appropriate or necessary, the TAB Leader will hold a conference with the Participant and the Participant's parent(s) before or soon after the probation begins to discuss the situation, the terms of disciplinary action, and create a "Plan for Improvement." Written or digital copies of the "Notice of Disciplinary Action" and the "Plan for Improvement" will be given to the Participant, parent(s), and kept on file for TAB/Library records.

Section 8: Removal for Conduct

If a Code of Conduct issue is not resolved by the end of the disciplinary action period, the Participant will be removed from Office, if applicable, by the TAB Leader and/or Library Staff. The TAB Leader and/or Library Staff and TAB Participants may decide by majority vote if the removed Officer should be allowed to continue participation as a Member or Volunteer. The removed Officer will be notified in person, if possible, and in writing with a "Removal Letter." A copy of the "Removal Letter" will be kept on file for TAB/Library records.

Section 9: Resignation

If a Member wishes to discontinue participation from TAB or an Officer wishes to resign before the completion of one term, he or she must schedule a hearing with the TAB, explain his or her situation, allow for questions, and submit a written "Resignation

Letter.” If the Officer holds a required position, the Officer’s position must be filled during the same meeting with the best candidate available to serve as “Interim” until the August elections. Under special circumstances, a Volunteer may serve as an “interim” Secretary if all other Members already have Officer positions. If the President resigns, the Vice President will serve as President and a new “Interim” Vice President will be elected during the same meeting. If the Vice President or any other Officer resigns, a new “Interim” will be elected during the same meeting until the August elections.

Article VI: MEETINGS

Section 1: Time and Place

Meetings are held every Saturday at 10:00 a.m. year-round at the Camp Verde Community Library, unless otherwise announced. The TAB Leader may call special meetings to complete tasks as needed. Meetings are mandatory for Members and Officers, but not for Volunteers.

Section 2: Defining a Quorum

A quorum is the minimum number of voting Members required to be present at a meeting in order to conduct business and vote on matters during the meeting. When TAB consists of 4 voting Participants, all 4 must be present for a quorum. For 6-7 total voters, 5 must be present to conduct business. For 8-9 total voters, 6 must be present to conduct business. For 10-11 total voters, 7 must be present. For 12-13 total voters, 8 must be present. For 14 total voters, 9 must be present. For 15 total voters, 10 must be present to conduct business.

Section 3: Voting

Members and Volunteers with voting rights may vote “Yes,” “No,” or “Abstain,” and should raise their hand to indicate their vote. Participants must be present in the meeting to vote. In critical or time-sensitive situations, the TAB Leader may vote if one more voting Participant is needed for a quorum.

Article VII: CODE OF CONDUCT

Section 1: Focus

Participants will remember “Mission First, People Always,” when conducting TAB business and during all TAB events.

Section 2: Representation

Participants will positively represent TAB, Camp Verde Community Library, and the Town of Camp Verde at all times and during TAB meetings, events, and at the Library, with proper dress, language, and behavior.

Section 3: Culture

Participants will show respect to other persons, show careful stewardship of resources, and foster a culture of loyalty, cooperation, encouragement, adaptability, and progress. Participants should display values of friendship and teamwork at all times.

Section 4: Resolving Issues and Conflicts

As a general rule, Participants should try resolve issues directly with one another in a calm and **respectful manner with the other person's perspective in mind**. If necessary, ask the TAB Leader or Library Staff for **assistance** in resolving the problem. In certain circumstances, it may be advisable to involve the parents of Participants.

Section 5: Warnings, Probation, and Removal

Warnings are verbal and on-the-spot corrections that may involve an interactive requirement such as an action or assignment to address the problem. **This escalates to Disciplinary Action if the problem is consistent or significant (See Article VI, Section 7). If Disciplinary Action does not resolve the issue, the Participant may be barred from further participation and removed from TAB with written notice of a "Removal Letter." The process of Disciplinary Action and Removal follows the same procedure for all Participants: Members, Volunteers, and Officers. Volunteers will be considered for removal, only for significant issues with conduct, and cannot be removed for attendance (see Article VII Code of Conduct.)**

Article VIII: BYLAWS

Section 1: Distribution

Every Participant will be given access to a copy of the Bylaws and sign a statement verifying understanding.

Section 2: Publishing

Bylaws will be posted for the public on the TAB bulletin board in the Library, and uploaded on the Camp Verde Community Library website, indicating the date of its last update.

Section 3: Review

Bylaws should be reviewed, updated, and approved by majority vote, at least annually, **by mid-January**.

