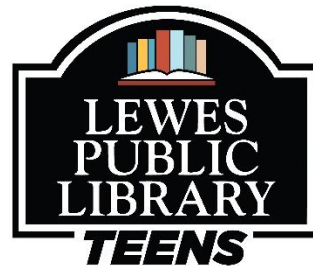
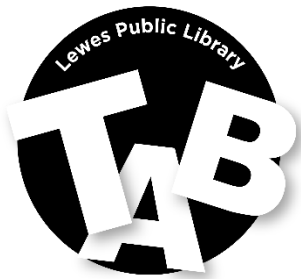


**LEWES PUBLIC LIBRARY**

**TEEN ADVISORY BOARD (TAB)**

**BYLAWS 2024 – 2027**

**ADOPTED SUMMER 2024**



**Written by:**

Ella Walker, 2023–2024 TAB President

**Adapted and Approved by 2023–2024 TAB Members:**

- Ava Lenz, Vice President
  - Mia Dorsch, Secretary
- Sophia Chilelli, Engagement Manager
  - Jason Baker, Member at Large
  - Jack Burbage, Member at Large
  - Victor Chilelli, Member at Large
    - Benjj Chau, Member at Large
    - Lucy Fisher, Member at Large
    - Hayden Lenz, Member at Large
    - Macey Lenz, Member at Large
    - Caleb Marcus, Member at Large
    - Colin Phelps, Member at Large
    - Liam Ramsey, Member at Large

## **Lewes Public Library Teen Advisory Board (TAB) Bylaws**

### **Article I: Name**

This group shall be called the Lewes Public Library Teen Advisory Board and will be abbreviated as “TAB.”

### **Article II: Mission**

As an organization incorporated within the Lewes Public Library, TAB’s purpose derives directly from the purpose of a public library: to be a pillar in society that fosters intellectual curiosity and a sense of community. TAB aspires to further those values by providing a space for teens to voice their ideas. Through interaction and contribution to the community, TAB’s mission is to empower teens to become better, more self-assured citizens who contribute positively to the functioning of the library and its programs.

### **Article III: Membership**

#### **Section 3.1: Advisor**

An adult advisor will coordinate the functioning of TAB and supervise meetings, activities, and projects. During TAB meetings, the advisor will be present to give updates regarding the library and any decisions that must be made by the board. The advisor will also be responsible for deciding whether a program is reasonable or within budget.

#### **Section 3.2: Number of Members**

Membership shall be limited to 12 persons in consideration of efficiency in the functioning of the board and meeting space.

#### **Section 3.3: Eligibility**

Membership is open to teenagers aged 13 to 18.

### **Section 3.4: Application Process**

A teen must complete the TAB application, which will be submitted to the TAB advisor, to be considered for membership. The application will be reviewed collectively by the board and advisor.

### **Section 3.5: Membership Requirements**

Members must:

1. Volunteer in at least three library-sponsored events per year to maintain membership.
2. Attend nine out of twelve monthly board meetings.
3. Communicate with the President if they cannot attend a TAB meeting.

Teens are welcome and encouraged to sit in at board meetings without membership to voice their opinions. However, only members may vote on board matters.

### **Section 3.6: Benefits**

There are many benefits to becoming a TAB member:

- Playing an active role in the community.
- Earning service hours for attending meetings and helping with programs.
- Receiving a letter of recommendation for college references.
- Eligibility to apply for the Smail Scholarship.

Membership also fosters team building and creates a sense of camaraderie among teens.

## **Article IV: Members and Officers**

### **Section 4.1: Officers**

The officers will include a President, Vice President, Engagement Manager, and Secretary. Officers are expected to be present at TAB meetings and play an active role in the functioning of the board.

#### **Section 4.1.1: President**

1. Ensure meetings, activities, and programs comply with the TAB constitution.
2. Guide board meetings and keep members focused.
3. Collaborate with the TAB Advisor to set agendas, define goals, and make decisions.
4. Act as a representative of TAB and the library.

### **Section 4.1.2: Vice President**

1. Address any concerns of a TAB member or members and communicate them to the President.
2. Review applications with the President and Advisor to determine membership eligibility.
3. Assist the President in their duties or assume the President's position and responsibilities when the President is unavailable.

### **Section 4.1.3: Secretary**

1. Record meeting minutes and submit them to the Advisor for approval before uploading them to the Lewes Library website.
2. Track attendance for each meeting and notify the President of any attendance issues.
3. Ensure timely publication of approved minutes on the library website.

### **Section 4.1.4: Engagement Manager**

1. Communicate with local schools. This includes distributing promotional materials, collaborating with school announcements, and recruiting new members.
2. Represent TAB and the library at school events.
3. Maintain TAB's online presence and engagement.

### **Section 4.2: Appointment**

All officers must be appointed by a majority vote.

### **Section 4.3: Terms of Office**

One term on the board is equal to 12 months. Officer elections will be held annually in September. The roles of President and Vice President are reserved for upperclassmen (juniors and seniors in high school or ages *16 to 18*). Officers may serve a maximum of two terms. If a candidate is unopposed, they will be automatically elected.

#### **Section 4.3.1: Annual Evaluation**

Officers serving a second term will undergo an annual evaluation conducted by the Advisor and President. The evaluation will consider volunteer contributions, attendance, and program participation.

### **Section 4.4: Vacancies**

If an officer can no longer fulfill their position, another member will be appointed by vote.

#### **Section 4.4.1: Resignation**

An officer may resign by informing the TAB advisor. They may then become a regular board member or resign their TAB membership entirely. An election will be held to fill the position.

#### **Section 4.4.2: Dismissal**

If a member violates the Lewes Public Library Unacceptable Behavior Policy, a meeting with the Advisor and President will be held to discuss the violation and its severity. Members of TAB are held to a high standard of conduct as representatives of the library.

### **Article V: Meetings**

#### **Section 5.1: Time and Date**

TAB meets on the first Thursday of every month at 6:00 PM in the Delaware room. Meetings typically last one to one and a half hours.

#### **Section 5.2: Special Meetings**

Special meetings may be called to focus on specific programs or events.

#### **Section 5.3: Agenda**

Every meeting will follow the TAB agenda, which includes:

- Upcoming programs and events
- Introducing new ideas
- Selecting the monthly Teen Movie Night feature

#### **Section 5.4: Voting**

All members must vote on agenda items requiring a decision. Decisions are approved by a majority vote. The Advisor retains the right to veto decisions but must provide an explanation to the board.

#### **Section 5.5: Minutes**

Meeting minutes must be typed and published under the TAB section of the Lewes Library website.

#### **Section 5.6: Attendance**

Members must sign in at the start of each meeting. To be excused from an absence, a member must contact the President.

### **Article VI: Subcommittees**

Subcommittees will be formed around specific events or programs requiring teen leadership. These committees will be open to the public and are not exclusive to TAB members.

### **Article VII: Bylaw Amendments**

These bylaws may be revised as necessary to meet the board's evolving needs by a majority vote. Amendments must align with TAB's core values of community, good citizenship, inclusivity, and representation.