

# **Rules and Code of Conduct for The Teen Advisory Board of the York County Public Library**

## **Name**

This organization will be called “The Teen Advisory Board of the York County Public Library” and will be known as “TAB.”

## **Mission**

The TAB is a group of middle and high school students who are dedicated to service to their community. The goal of the TAB is to create lifelong library users through reading, volunteerism, and participation in the library community. The TAB allows students to have a voice in library programming and collection development at the York County Public Library.

## **Membership**

### *Advisor*

The TAB will be overseen by a full time staff member of the YCPL Youth Services Department. This advisor will supervise all TAB meetings, programs, and projects. The TAB advisor will take the ideas and suggestions of the TAB to the Youth Services Coordinator and the Library Director, who will ultimately make the final decision.

### *Eligibility/Requirements*

Membership is open to students who are rising 7<sup>th</sup> graders – 12<sup>th</sup> grade who have a YCPL card. Members must have written parental permission to serve on the TAB.

### *Attendance*

The TAB works as a team and for that team to be at its best, all members need to make attendance at meetings and programs a priority. If a TAB member is going to be absent, they must notify the advisor before the meeting or event. If a member has missed 3 meetings, the TAB advisor and the Youth Services Coordinator will review the circumstances. The member may be made inactive and will be ineligible to apply for the next board session. The member may reapply for the board session following, depending on the circumstances.

### *Resignation*

Members must notify the TAB advisor in writing if they resign from the TAB.

## **Spring and Fall Board Sessions**

The TAB will have 2 sessions, each lasting 7 months. The Spring TAB will meet February through August. Applications for the Spring TAB will be accepted in January. The Fall TAB will meet August through February. Applications for the Fall TAB will be accepted in July. Members who desire to serve again must reapply. No member can serve more than two consecutive sessions.

### *Spring TAB*

The focus of the Spring TAB is to provide ideas for the programs involved in the annual YCPL Summer Reading Program. This group will also volunteer with the Youth Services Department in support of the Summer Reading Program.

### *Fall TAB*

The focus of the Fall TAB is to help plan and implement teen programming outside of the Summer Reading Program. This group will also volunteer with the Youth Services Department as needed.

## **Meetings**

### *Date and Time*

TAB meetings will tentatively be held the 4<sup>th</sup> Thursday of each month at 5pm.

### *Agenda*

The TAB advisor will have an agenda for each meeting. This agenda will be sent to members via email the day before the meeting. If a member wants a specific item to be included on the agenda, they must notify the advisor no later than the 20<sup>th</sup> of the month.

## **Code of Conduct**

Members of the York County Public Library TAB will:

- Make every effort to attend monthly meetings. If they are not able to attend, they will notify the TAB advisor in writing beforehand.
- Be respectful and kind in their words and actions to their fellow TAB members, library staff, and library patrons.
- Remember that they are representatives of the YCPL when they are at meetings, events, special programs, or volunteering in the library. This means that they will treat the library space with respect and always clean up after themselves.
- Participation in TAB meetings is a priority. Please refrain from cell phone usage, reading books, private conversations, and any other distractions.

If the TAB advisor finds that a member is not following this Code of Conduct, they will be privately reminded of the Code of Conduct. If improvement is not made, parents may be contacted to discuss the issue. If the problem persists, the member may be removed from the board.