

<b>2.</b>	<b>LIBRARY BOARD</b>	
<b>2.5.</b>	<b>Meetings</b>	
<i>Effective</i>	<i>2002</i>	<i>Revised 2006</i>
<i>Next Review</i>	<i>2011</i>	

### 2.5.1. **General**

- 2.5.1.1. A majority of all the members of the Library Board constitutes a quorum. A member is considered present if they are attending in person or via the telephone.
- 2.5.1.2. If there is a quorum present, the meeting shall be called to order. If there is no quorum present after fifteen minutes from the appointed meeting time, the Chair may convene a meeting of the Committee of the Whole. This Committee shall follow the agenda and shall ratify any decisions made at the next meeting of the Library Board.
- 2.5.1.3. If neither the Chair nor Vice Chair is present, the Chief Librarian shall call the meeting to order and the members present shall elect an Acting Chair who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.
- 2.5.1.4. Robert's Rules of Order, Newly Revised shall be the procedural authority for governing meetings of the Library Board.
- 2.5.1.5. Should a Library Board decision be required and it is not possible to call a meeting, the Chair may conduct a poll of the Library Board by telephone or electronic mail in order to arrive at a decision. The decision shall be ratified at the next Library Board meeting.
- 2.5.1.6. Decision shall be by majority vote of those members present and voting.

### 2.5.2. **Regular Meetings**

- 2.5.2.1. Regular meetings of the Library Board will be once per month except during July and August. The dates and times of the meetings will be set at the December meeting of the Library Board for the following year.
- 2.5.2.2. The Board shall hold its meetings openly and no person shall be excluded except for improper conduct or for creating a disturbance.
- 2.5.2.3. Reports, petitions and other submissions by the public to the Library Board must be submitted to the Chief Librarian in writing not less than ten calendar days prior to a regularly scheduled meeting.
- 2.5.2.4. Any person or organization wishing to appear as a delegation before the Library Board must make a written application to the Chief Librarian indicating the subject matter and particulars of their presentation not less than ten calendar days prior to a regularly scheduled meeting. The Library Board reserves the right to refuse a request for delegation appearance. Delegations shall be limited to fifteen minutes. The Library Board may extend this time limit.
- 2.5.2.5. Minutes of regular meetings will be made available for public viewing in the Library.

### 2.5.3. In Camera Meetings

2.5.3.1. The Library Board may hold an in camera meeting if the subject matter being considered is related to:

- the security of the Library;
- personal information of an individual, including an employee of the Library;
- proposed or pending property acquisition;
- labour relations or negotiations;
- litigation, potential litigation or other legal matters;
- any matter that would cause financial or economic harm to the Library, or to the relationship between the Library and the government or other public bodies;
- any requests related to the British Columbia *Freedom of Information and Privacy Protection Act*.

2.5.3.2. In camera meetings will normally be scheduled to coincide with regular meetings. When this is the case, the Chair will call the regular meeting to order and then move to go into an in camera meeting. The regular meeting will reconvene once the in camera meeting is adjourned.

2.5.3.3. Minutes of in camera meetings shall be available only to the Chief Librarian and members of the Library Board.

### 2.5.4. Special Meetings

2.5.4.1. The Chair, or two Library Board members, may call a Special Meeting to deal with any matter.

2.5.4.2. There shall be a minimum notice of twenty-four hours. The notice will specify the purpose of the meeting.