

GP-02	TRUSTEE APPOINTMENTS & TERMS OF OFFICE		
APPROVED	16 November 2023	EFFECTIVE	1986
AMENDED	1995, 2002, 2003, 2006, 2011, 2016, 2021, 2023	NEXT REVIEW	2026

1. PURPOSE

To identify the structure of the positions on the Library Board.

2. SCOPE

This policy applies to all Library Board trustees.

3. DEFINITIONS

Nil.

4. APPOINTMENTS

a. The Library Board consists of nine trustees as follows:

- ◆ a member of City Council;
- ◆ two residents of Electoral Area C appointed by the RDEK Board of Directors, and who are not employees of the RDEK or the Library;
- ◆ the remainder from residents or electors of the City who are not serving on City Council, and are not employees of the City or the Library.

b. The process for appointing trustees shall be:

- i. The local governments advertise vacancies on the Board.
- ii. An information package for potential applicants shall be available on the Library's website.
- iii. Applications received by the local governments shall be forwarded to the Chief Librarian.
- iv. Interviews shall be conducted by the Governance Committee. If any of these trustees have applied for reappointment, the Chief Librarian shall request that another trustee participate on the interview panel.
- v. Interviews shall be conducted using the established interview guide.
- vi. The interview panel's recommendations shall be submitted to the local governments for their consideration.
- vii. Appointments of City representatives are made by City Council in December of each year. Appointments of Electoral Area C representatives are made by the RDEK Board of Directors as required.

c. Trustees are appointed for, and must abide by, the terms set out in section 6 of the *Library Act*.

5. TERMS OF OFFICE

- a. The term of office for a trustee continues until a successor is appointed, unless the trustee is removed for cause.
- b. Any vacancy on the Library Board arising from any cause other than the expiration of the term for which the trustee was appointed, is filled only for the unexpired portion of the term by an appointment made at the first meeting of the City Council or the RDEK Board of Directors after the vacancy, or as soon as is convenient.

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- c. Upon their appointment to the Library Board, trustees will receive material relating to the policies and administration of the Library together with background material concerning Library trusteeship.
- d. Trustees receive reports, minutes, and policy statements.
- e. Upon termination of office, trustees must return items of a confidential nature, unpublished plans and policy manuals

RELATED POLICIES

Nil.