

GP-03	LIBRARY BOARD MEETINGS		
APPROVED	15 June 2023	EFFECTIVE	1986
AMENDED	1995, 2002, 2003, 2006, 2011, 2016, 2021, 2023	NEXT REVIEW	2026

1. PURPOSE

To define how the Library Board meets in order to effectively govern the Library.

2. SCOPE

This policy applies to all Library Board trustees.

3. DEFINITIONS

Nil.

4. GENERAL

- a. The Library Board is required under the *Library Act* to meet regularly in order make decisions relating to the governance of the Library.
- b. A majority of all the trustees of the Library Board constitutes a quorum. A trustee is considered present if they are attending in person or via a real-time electronic medium.
- c. If there is a quorum present, the meeting shall be called to order. If there is no quorum present after 15 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 have the Library Board ratify any decisions made at the next meeting of the Library Board.
- d. 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.
- e. The current edition of *Robert's Rules of Order* shall be the procedural authority for governing meetings of the Library Board.
- f. Should a Library Board decision be required and it is not possible to call a meeting, the Chair may conduct a poll of the Board by telephone or electronic mail in order to arrive at a decision. The decision shall be ratified at the next Library Board meeting.
- g. If a trustee is unable to be present, the trustee may submit a written submission regarding any item on the agenda in advance of the meeting to the Chair to be read at the meeting.
- h. In the event that the Chair resigns, or is absent for three consecutive regular Library Board meetings, the position shall be declared vacant and the Vice Chair shall be declared Chair.
- i. Decision shall be by majority vote of those members present and voting.
- j. Minutes of inaugural and regular meetings will be posted on the Library's website.

5. INAUGURAL MEETING

- a. The Inaugural Meeting normally occurs at the first scheduled Library Board meeting of the year.
- b. The Chief Librarian calls the meeting to order and conducts the meeting until the election of the Chair.
- c. Nominations will be taken from the floor for the election of the Chair and Vice Chair. Consent of the nominee, in person or in writing, is required.

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- d. Elections will be by majority vote of the Board trustees present. If there is only one nominee, that individual will be declared elected by acclamation.
- e. The Library Board trustees present shall first elect the Chair then the Vice Chair. The Chair and Vice Chair serve until the next Inaugural Meeting and are eligible for re-election.

6. REGULAR MEETINGS

- a. Regular meetings of the Library Board will be once per month except during July, August and December. The dates and times of the meetings will be set at the January meeting of the Library Board.
- b. Except for circumstances requiring a closed meeting, the Library Board shall hold its meetings openly and no person shall be excluded except for improper conduct or for creating a disturbance.
- c. 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 regular scheduled meeting.
- d. 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.

7. CLOSED MEETINGS

- a. The Library Board may hold a closed meeting if the subject matter being considered is related to:
 - i. the security of the Library;
 - ii. personal information of an individual, including an employee of the Library;
 - iii. proposed or pending property acquisition;
 - iv. labour relations or negotiations;
 - v. litigation, potential litigation or other legal matters;
 - vi. 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;
 - vii. any requests related to the *Freedom of Information and Protection of Privacy Protection Act*.
- b. Closed 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 a closed meeting. The regular meeting will reconvene once the closed meeting is adjourned.
- c. Minutes of closed meetings shall be maintained in a secure manner by the Chief Librarian.

8. SPECIAL MEETINGS

- a. The Chair, or two Library Board trustees, may call a special meeting.
- b. There shall be a minimum notice, in writing, of at least 48 hours. The notice will specify the purpose of the meeting.

RELATED POLICIES

Nil.