
Alnwick/Haldimand Public Library



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Policy Title: **Meetings of the Board**

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Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the board to do its work – to make decisions, solve problems, educate board members, and plan for the future and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

Section 1: Types of Meetings

1. In accordance with the **Public Libraries Act**, s. 16.1 (2), board meetings will be **open to the public** unless the subject matter being considered falls within the parameters of the **Public Libraries Act**, s. 16.1(4) as stated in point 5 of this section.
2. In accordance with the **Public Libraries Act**, s. 16(1), the Alnwick/Haldimand Public Library Board shall hold at least seven regular meetings in each year and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, s. 14(1), the **first meeting** shall be called by the Chief Executive Officer (CEO) of the Alnwick/Haldimand Public Library Board, in each new term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council.

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.

4. In accordance with the **Public Libraries Act**, s. 16(2), the chair or any two members of the board may summon a **special meeting** by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
5. In accordance with the **Public Libraries Act**, s. 16.1(4), a meeting or part of a meeting may be **closed to the public** if the subject matter being considered is:
 - a) the security of the property of the board
 - b) personal matters about an identifiable individual
 - c) labour relations or employee negotiations
 - d) litigation or potential litigation, including matters before administrative tribunals, affecting the board

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- e) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - f) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act
6. In accordance with the **Public Libraries Act**, s. 16.1 (5) and (6), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56, if the board or committee of the board is the head of an institution for the purposes of that Act.

Before holding a meeting or part of a meeting that is to be closed to the public, the board or committee of the board shall state by resolution:

- a) the fact of the holding of the closed meeting
 - b) the general nature of the matter to be considered at the closed meeting
7. Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.
- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
 - b) A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - i. Personal illness or disability; or
 - ii. Employment purposes or the business of the public good; or
 - iii. A family or other emergency
 - c) Members who wish to attend a meeting remotely must give notice two (2) hours before the commencement of the meeting to the Secretary so that the equipment can be made ready.
 - d) Meeting minutes will reflect that a member is participating remotely
 - e) If the chair of the library board attends remotely, then the vice-chair chairs the in-person meeting
 - f) Quorum applies to the members attending in person and remotely.

Section 2: Order of Proceedings

1. Call to order.
 - a) Meetings shall be **called to order** by the chair on the hour fixed for the meeting.
 - b) In the absence of the chair, the vice-chair will preside over the meeting.
2. Quorum.
 - a) In accordance with the **Public Libraries Act**, s. 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting. To determine quorum use 50% of board members plus one.
 - b) Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.

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- c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the board.
 - d) If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the board that the meeting is cancelled.

3. Attendance at meetings.

In accordance with the **Public Libraries Act**, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

- a) consider the member disqualified from the board and notify the appointing council that the seat is vacant, or
- b) consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member.

4. Voting.

- a) All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast.
- b) A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- c) In accordance to the **Public Libraries Act**, s. 16(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.

5. Minutes.

- a) Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b) Minutes are approved at the next meeting of the board and signed by the chair.
- c) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d) Minutes of closed meetings are kept separately and held to be confidential.

Section 3: Chairing the Meeting

1. The function of the chair is to act in a leadership role to the board, ensuring that business is dealt with expeditiously, and also to help the board work as a team. It is the duty of the chair of the Alnwick/Haldimand Public Library Board to

- a) open meetings of the board by calling the members to order
- b) announce the business before the board in the order in which it is to be acted upon
- c) receive and submit, in the proper manner, all motions presented by the members of the board
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
- e) decline to put to vote motions which infringe the rules of procedure
- f) restrain the members, when engaged in debate, within the rules of order
- g) exclude any person from a meeting for improper conduct
- h) enforce the observance of order and decorum among the members

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- i) authenticate, by signing, all bylaws, resolutions and minutes of the board
 - j) instruct the board on the rules of order
 - k) represent and support the board, declaring its will, and implicitly obeying its decisions in all things
 - l) receive all messages and communications on behalf of, and announce them to, the board
 - m) ensure that the decisions of the board are in conformity with the laws and bylaws governing the activities of the board

Section 4: Public Input on Agenda Items

1. The Public Input on Agenda Items is an open mic session where community members may speak on any issue which is included in the agenda. This format is intended to provide an opportunity for community input prior to Board decisions being made. Those wishing to speak to items not on the agenda, should follow the Delegations to the Board Policy, GOV 14.
2. There is no advance application process. At the beginning of each meeting the Board Secretary will have a signup sheet for community members who wish to address items on the agenda. On the signup sheet, presenters will be asked to identify the agenda items to be addressed. The order of presenters is at the discretion of the Chair. Presenters will be asked to speak to their chosen agenda items by the Chair when their agenda items come up during the meeting.
3. Total time is limited to ten (10) minutes for this agenda item. The Chair may extend this time if the Board approves and the agenda permits. Individual presenters shall be limited to three (3) minutes.
4. The identity of the presenter and agenda item addressed will be noted in the minutes.

Section 5: In Meeting Procedures for Public Input on Agenda Items

1. Speakers shall direct their presentation to, and through, the Chair.
2. Board members may, through the Chair, respond to the presentation, or ask questions, where appropriate, but shall not enter into debate about the presentation.
3. Anyone making a presentation to the Board shall speak respectfully and follow MFIPPA policies, addressing only the approved presentation topic.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

Public Libraries Act, R.S.O. 1990, c. P44, s.14, 16

Robert's Rules of Order New Revised (RONR) 10th edition