Policy Type: **Bylaw**

Policy Number: BL - 02

Policy Title: **Composition of the Board**

Policy Approval Date: November 15, 2010

Policy Review Date: March 20,2023

SEVERN TOWNSHIP PUBLIC LIBRARY

Section 1 : Composition

1. While the ***Public Libraries Act***, s.9 (1) prescribes a Board of no fewer than 5 members, and gives the municipal council the power to make appointments, the Severn Township Library Board endorses a Board that consist of at least 5, and no more than 9 members.
2. In accordance with the ***Public Libraries Act,*** s.10 (4), municipal council will appoint all Board members as new at the first meeting of council in each term.
3. In accordance with the ***Public Libraries Act***, s.10 (2a), municipal council shall not appoint more of its own members to the Board than the number that is one less than a majority of the Board.
4. In accordance with the ***Public Libraries Act***, s.10 (3) a Board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
5. A Board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.
7. In accordance with the ***Public Libraries Act***, s.13, if any members of the Board are disqualified from holding office, the members shall forth with declare the seat vacant and notify council accordingly.
8. In accordance with the ***Public Libraries Act***, s.12, when a vacancy arises in the membership of the Board, the municipal council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment's term will be concurrent with the term of the Board.

Section 2 : Officers

1. In accordance with the ***Public Libraries Act***, s. 14-15, the officers of the Board are the Chair, the Secretary, the Treasurer and the Chief Executive Officer (CEO)
2. In addition, the Board designates a Vice-Chair as an officer.
3. In accordance with the ***Public Libraries Act***, s.15 (3), the Chair shall be elected at the first meeting in a new term.
4. The Vice Chair shall also be elected at the first meeting in a new term.
5. The Board appoints the CEO, who will be Secretary and Treasurer as allowed by the ***Public Libraries Act***, s.15 (5).
6. If any of the officers step down, retires or is dismissed during his / her term, the Board must immediately elect or appoint a new officer.