Policy Type: **Bylaw**

Policy Number: BL - 05

Policy Title: **Meetings of the Board**

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SEVERN TOWNSHIP PUBLIC LIBRARY

Secton 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 bylaw.
2. In accordance with the ***Public Libraries Act*** s. 16 (1) **regular meetings** of the Severn Township Public Library Board shall be held at least once monthly from January to June and from September to December, both inclusive, 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 Severn Township Public Library Board, in each new item, 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 the municipal council. At this 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. A proposed or pending acquisition or disposition of land by the Board
    d. Labour relations or employee negotiations
    e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Board
    f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
    g. 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 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.

Board holding a meeting or part of a meeting that is to be closed to the public, a 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 Board meetings via teleconference call :
    a. As all Board meetings are open to the public, **teleconference 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. Attendance of Board members via a teleconference call is not considered as a presence when establishing a quorum
    c. Once quorum is established 'in situ', business proceeds as usual and votes are recorded by name in roll-call fashion

Section 2 : Order of proceedings

1. Parliamentary authority :
    a. The rules contained in the current edition of ***Robert's rules of order newly revised*** shall govern the proceedings of the Library Board in cases where there are no bylaws of the Board in place.
2. 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
3. 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
    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
    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.
4. 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

5. Agenda :
    a. The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board 'as a whole' do not re-do the work of the staff or of the committees
    b. The order of business for all regular meetings of the Board shall be as follows :

        A. Call to order

        B. Disclosure of pecuniary interest & the general nature of

        C. Delegations

        D. Reports from Officials (for information)

        E. Reports from Officials (for direction)

        F. Correspondence (for direction)

        G. Correspondence (for information)

        H. Confidential

        I. Adjournment

6. Voting :
    a. All motions at Board meetings, except those approving or amending bylaws, are decided by a majority of votes cast. 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
    b. In accordance to the ***Public Libraries Act,*** s. 6 (6) the Chair or acting Chair of the Board may vote with the other members of the Board upon all questions. Any questions on which there is an equality of votes shall be deemed to be negative
7. 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
    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
    e. If a conflict of interest occurs, the Secretary will fill out and submit to the Severn Township Clerk a written statement using the *Municipal Conflict of Interest Act* forms.

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 Severn Township 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
    i. Instruct the Board on the rules of order
    j. Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
    k. Ensure that the decisions of the Board are in conformity with the laws and bylaws governing the activities of the Board

Section 4 : Board meeting ground rule

The Board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The Board members will at the start of the term, and agree on, ground rules to guide their deliberations.