



Woodstock Public Library Policy

Policy Name: Leadership Continuity Policy

Category: Governance

Version: 27 June 2023

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish a plan to ensure the continued operations of the Woodstock Public Library during any period of CEO turnover or absence.

Leadership plays an essential part in the success of any organization. Planning for transitions in leadership, as well as any unexpected interruption, is a governance best practice.

SCOPE

This policy applies to the Library Board, Library Chief Executive Officer and those Management-level employees who may, from time to time, be authorized to exercise the authority of the Chief Executive Officer.

DEFINITIONS

Board means the Woodstock Public Library Board.

CEO means the Chief Executive Officer of the Woodstock Public Library.

Library means the Woodstock Public Library.

Management-level Employee means an employee who holds the position of Manager within the Woodstock Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Statement of Authority

- 1.1 Under the authority of the *Public Libraries Act, R.S.O. 1990, Chapter P. 44, (15)2*, the Board has the sole right to appoint a Chief Executive Officer.

2.0 Responsibility

- 2.1 It is the responsibility of the Board to assess the leadership needs of the Library and to ensure the selection of a qualified and capable CEO. The Board has the authority to determine the selection process.
- 2.2 Given the level of authority and responsibilities of the CEO, established by the *Public Libraries Act*, other legislation, and by Board bylaws and policies, the Board recognizes the importance of having a plan in the eventuality of a CEO succession requirement arising either from a leave of absence, emergency, retirement, or resignation.
- 2.3 The Board directs the CEO to ensure succession-ready Management-level employees can take on CEO responsibilities on an interim basis.

3.0 Short-term CEO Absence

- 3.1 Short-term CEO coverage is used for planned situations when the CEO is not available to perform the duties of the job for a period not expected to exceed three (3) months. It is used most frequently for periods when the CEO is on vacation and not immediately available. It may also be used when the CEO is on a pre-approved leave, such as a short-term medical leave.
 - 3.1.1. The CEO will appoint a Management-level employee into the role of Acting CEO and will advise the Library Board Chair.
 - 3.1.2. Duties of the CEO may be temporarily split among the designated Management-level employees.
 - 3.1.3. When the CEO is absent under these conditions, contact information will be made available to the Library Board Chair and Acting CEO in the event of a crisis. For the most part, the CEO will be available by cell phone to the Acting CEO and Library Administrative Assistant.

4.0 Emergency CEO Absence

- 4.1 Emergency CEO coverage is required when an unplanned circumstance, such as an illness, accident, or other unforeseen circumstance, renders the CEO unable to perform the duties of the position.
- 4.2 The Library Board, in consultation with the CEO when circumstances allow, will appoint a Management-level employee into the role of Acting CEO. Duties of the CEO may be temporarily split among designated Management-level employees.

5.0 Planned Departure

- 5.1 A voluntary departure may arise from circumstances such as the expiry of a CEO employment contract term, resignation, or retirement. The CEO will provide a period of reasonable notice before voluntary departure where applicable. The Board will formally accept the notice at the soonest possible Board Meeting (regular or special, as required).

The Board may be required to appoint an Acting CEO depending on the timing of the end of the CEO's employment and the expected appointment of a successor.

- 5.2 In the event of an involuntary departure of the CEO by the Board, the Board will plan for the appointment of an Acting CEO.
- 5.3 Whether voluntary or involuntary, the Board will strike an ad hoc CEO Search Committee and approve terms of reference for the Committee in accordance with the Board's Procedural Bylaw.

6.0 Authority of the Acting CEO

- 6.1 The person appointed as Acting CEO shall have the full authority for decision-making and independent action as the regular CEO, subject to the policies of the Board.

7.0 Library Board Oversight

- 7.1 The Library Board Chair is responsible for monitoring the work of the Acting CEO and will be sensitive to the special support needs of the Acting CEO in their temporary leadership role.

RELATED DOCUMENTS AND POLICIES

Public Libraries Act, R.S.O. 1990, Chapter P. 44

Library Board Procedural Bylaw

DOCUMENT REVISION RECORD

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