



# Woodstock Public Library Policy

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<b>Category:</b>	Woodstock Public Library Board
<b>Policy Number:</b>	
<b>Policy Name:</b>	Woodstock Public Library Board Procedural By-laws
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## **PREAMBLE**

The Woodstock Public Library shall be under the management, regulation and control of the Woodstock Public Library Board which is a corporation under the *Public Libraries Act*, R.S.O. 1900, c. P. 44, s.3.

## **MANDATE**

The mandate of the Woodstock Public Library Board shall be to develop, promote and monitor library services as a public trust. The Board shall adhere to the Library's code of ethics and shall ensure that the Library is operated in accordance with the provisions of the *Public Libraries Act* and its amendments and regulations.

### **1. GENERAL**

#### **1.1 Name:**

By-law # 8326-07 of the Council of the City of Woodstock establishes the City of Woodstock Public Library Board. Where the term "Board" is used it is understood to mean "Woodstock Public Library Board of Trustees".

#### **1.2 Address:**

The Board's address shall be at the *Woodstock Public Library*;  
445 Hunter Street, Woodstock Ontario N4S 4G7

#### **1.3 Vision:**

"Your Destination for Discovery"

#### **1.4 Mission:**

"The Woodstock Public Library is a community-based, accessible centre that responds to changing needs by providing up-to-date resources in a welcoming environment."

#### **1.5 Powers and Duties:**

All Board business shall be conducted in accordance with the *Public Libraries Act*, R.S.O, 1990, c.P.44.

## **2. BOARD COMPOSITION**

### **2.1 Size and Composition:**

The Woodstock Public Library Board shall from time to time, when it is deemed necessary by the Board, make a formal recommendation to the City for an increase or reduction in the number of trustees sitting on the Board. This membership shall include up to eight (8) members to be appointed as follows:

- (a) up to six (6) members of the municipality who qualify as per s.10 (1) of the *Public Libraries Act*;
- (b) two (2) members of Council.

### **2.2 Appointments:**

The Board shall be appointed by the municipal Council of the City of Woodstock as per s. 9 of the *Public Libraries Act*.

### **2.3 Qualifications:**

As per s. 10 (1) of the *Public Libraries Act*, a person is qualified to be appointed as a member of the Board if that person is:

- At least eighteen years (18) old
- A Canadian citizen
- A resident of the City of Woodstock
- Not employed by the Woodstock Public Library Board, or the City of Woodstock

### **2.4 Term:**

Board members shall hold office for a term concurrent with the term of the appointing Council or until a successor is appointed and may be reappointed for one or more terms or until the seat is declared vacant by the Board.

### **2.5 Resignation:**

Resignation should be presented in writing to the appointing body (City Council) with a copy to the Chair of the Woodstock Public Library Board.

### **2.6 Disqualification:**

A Board member is disqualified from membership on the Board, and the member's seat becomes vacant if the member:

- is convicted of an indictable offense;
- becomes incapacitated;
- is absent from the meeting of the Board for three (3) consecutive months without being authorized by a Board resolution;
- ceases to qualify for membership as in section 2.3;
- otherwise forfeits his or her seat.

The remaining members must declare the seat vacant and notify City Council that a new appointment is necessary if there are more the forty-five (45) days remaining in the term of office.

**2.7 Vacancies:**

Where a vacancy arises in the membership of the Board, City Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.

**2.8 Nominations to Fill a Vacant Position:**

Whenever one of the Chair's or Vice-chair's positions becomes vacant, the Chair or Vice-chair will appoint a nominating committee to identify candidates interested in serving in the position.

Nominations will also be accepted from the floor after the Committee's report is tabled but before the balloting takes place.

**3. BOARD OFFICERS**

**3.1 Chair:**

The Chair shall be elected from the members of the Board at the first meeting of the Board in a new term, by balloting of all members present.

**3.2 Vice-Chair:**

The Vice-chair shall be elected from the members of the Board at the first meeting of the Board in each new term, by balloting of all members present.

**3.3 Chief Executive Officer:**

The Chief Executive Officer of the Woodstock Public Library shall serve as the Chief Executive Officer of the Board.

**3.4 Secretary/Financial Officer:**

The Chief Executive Officer of the Woodstock Public Library shall serve as Secretary/Financial Officer of the Board.

**3.5 Treasurer:**

The Board appoints the City Treasurer as the Treasurer of the Woodstock Public Library Board and utilizes the services of the City for Bookkeeping.

**4. BOARD MEETINGS**

**4.1 Open Meetings:**

In accordance with s. 16 1(1) of the *Public Libraries Act*, meetings will be open to the public except for In-camera meetings under 4.7 of this bylaw where items of a "financial or personnel" nature are discussed. Such items will be discussed in the absence of the public.

**4.2 Location and Time of Meeting:**

Board Meetings shall normally be held in the Woodstock Public Library on the third Tuesday of each month from January to June, September to December, or at the call of the Chair.

Meetings will normally commence at 5:00 p.m.

**4.3 Notification of Meeting:**

Notice of all scheduled Board Meetings will be delivered to all Board members seventy-two (72) hours prior to the meeting.

Notice of all Board Meetings will be posted on the staff bulletin board in the Library and public bulletin boards in the Library.

Board Members may be notified of Committee or special meetings by telephone.

**4.4 Call First Meeting:**

*The Public Libraries Act* s. 14 (1) and (2) and the City of Woodstock By-law #8326-07 authorize the CEO to call the first Board Meeting in each new term.

**4.5 Annual Meeting:**

The Annual Meeting of the Board shall be the May meeting.

**4.6 Order of Business:**

The order of business at the regular meetings of the Board shall be:

- I. CALL TO ORDER/CHAIR'S REMARKS
- II. APPROVAL OF THE AGENDA
- III. DECLARATION OF CONFLICT OF INTEREST
- IV. MINUTES OF THE PREVIOUS MEETING
- V. BUSINESS ARISING FROM THE MINUTES
- VI. BOARD TRUSTEE EDUCATION
- VII. CONSIDERATION OF CORRESPONDENCE
- VIII. ADMINISTRATIVE REPORTS
  - a. Chief Executive Officer
  - b. Department Reports to the CEO
    - Information Services
    - Children's Services
    - Circulation Services
  - c. Statistics
- IX. COMMITTEE REPORTS
  - a. SOLS
  - b. Employer/Employee Relations
  - c. Health and Safety
  - d. Ad Hoc
  - e. Grievance
- X. FINANCE (Approval of Expenditures)
- XI. NEW BUSINESS

- XII. NOTICES OF MOTION
- XIII. COMMITTEE OF THE WHOLE
- XIV. ADJOURNMENT

#### **4.7 Committee of the Whole:**

Meetings of the Committee of the Whole will be held In-camera. Subjects listed below will be dealt with by the Committee of the Whole.

- Personnel
- Financial Matters
- Legal Matters
- Subject to the provision for open meetings (4.1)

#### **4.8 Meeting Procedures:**

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order and rule on procedural matters.

If the Chair is not present at the time for the meeting to begin, the Vice-chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

If both the Chair and the Vice-chair are not present within fifteen minutes after the time for the meeting to begin, the CEO will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties and responsibilities.

#### **4.9 Attendance:**

Members shall notify the Board Secretary if they are unable to attend the regular meeting. Meeting attendance shall be recorded.

#### **4.10 Conflict of Interest:**

Where a member of the Woodstock Public Library Board has a direct or indirect pecuniary interest in any contract or staff position, or whose spouse, son daughter or any relative who has the same home as the member has such interest, he shall disclose his interest and shall not take part in the consideration or discussion or, or vote on, any question with respect to the contract, proposed contract or other matter, or attempt in any way to influence the voting on any such questions.

The *Municipal Conflict of Interest Act* R.S.O. 1990, Chapter M 50 as amended, shall govern the Board.

#### **4.11 Delegations:**

Delegations wishing to make a presentation to the Board regarding a specific issue must notify the CEO of their intention at least one (1) week prior to the meeting. Delegations will be scheduled at the beginning of the public portion of the meeting.

Presentations will be limited to five (5) minutes each with five (5) more minutes for questions from Board Members. The matter addressed by the delegation will be discussed by the Board as a regular part of the Agenda.

Delegations can be added to the Agenda at the meeting by amending the Agenda at the pleasure of the Board.

**4.12 Quorum:**

The presence of a majority of the Board Members is necessary for the transaction of business at a meeting. The Chair is included in the quorum.

When the number of members disabled by Conflict of Interest from participating in the meeting is such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum providing they are not fewer than two (2).

**4.13 Voting:**

The Chair or Vice-chair (when the Chair is not present) shall vote with other members of the Board on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

All votes except elections shall be show of hands or poll at the discretion of the Chair. Voting for elections shall be by secret ballot.

**4.14 Rules of Order:**

In all cases for which a procedural statement does not exist, *Bourinot's Rules of Order* shall be the authority.

**4.15 Chair's Procedures:**

The Chair will:

- Open Meeting by calling the meeting to order.
- Determine the presence of a quorum.
- Recognize members in the order in which they have signaled that they wish to speak or ask questions.
- Decide on all questions of order.
- Declare the Meeting adjourned when the Board so votes.

**4.16 Public Conduct:**

Members of the public will be courteous and not engage in any action that disturbs the meeting.

Members of the public will not:

- Make any noise or disturbance that prevents members from being able to participate in a Meeting.
- Address the Board without a prior appointment, or without Board permission at the Meeting.

- Use unparliamentarily or offensive language.

## **5. MOTIONS**

### **5.1 Decisions:**

All formal decisions will be made on the basis of motions.

### **5.2 Moving a Motion:**

To make a motion, a member must first have the floor.

A motion properly moved before the Board must be dealt with before any other motion can be received, except a motion to amend or adjourn.

### **5.3 Seconding a Motion:**

Every motion must be seconded by a different member than the mover.

A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.

The Chair will not put any matter to the vote, and a member will not move a procedural motion to have the vote taken, until every member who wishes to speak has spoken at least once.

After members debate a motion, the Chair puts the question to a vote and announces the voting result.

### **5.4 Notice of Motion:**

A notice of motion shall be defined as a resolution which a member of the Board suggests that the Board consider that it is not urgent and/or substantial in nature.

Members of the Board may submit a notice of motion on any item which may be dealt with at the next meeting of the Board in order to provide time for the preparation of a staff report or added time for the Board to consider the matter further.

If possible, motions should be submitted in writing at the meeting of the Board, but shall not be debated or otherwise dealt with until the next regular Board meeting.

Notices of motion will be printed in full on the Agenda for the next regular meeting of the Board.

### **5.5 Amending a Motion:**

Only one motion to amend the main motion will be allowed.

### **5.6 Rescinding Motions:**

Motions to rescind previous resolutions require at least seventy-two (72) hours written notice. A majority vote is necessary to rescind a previously approved motion.

## **6. MINUTES AND AGENDAS**

### **6.1 Agendas:**

The first item of business will be the Approval of the Agenda.

At the beginning of any regular meeting, Board members may propose additional items to be added to the agenda. Such requests shall be considered at the Chair's discretion.

### **6.2 Distribution:**

Agendas will be delivered to Board members prior to the Meeting. Copies of the agenda will be made available to staff and public on the Monday of the Meeting. Individual copies may be obtained from the Administrative Assistant upon request. Copies will also be available at the meeting.

### **6.3 Minutes:**

Minutes shall be recorded by the Secretary/Financial Officer of the Board or his/her designate. Draft minutes of each meeting will be signed by the Chair and the Chief Executive Officer, posted on the Library's website and filed in the Local History Collection.

Copies of approved minutes of In-camera sessions are to be kept separate and are not to be posted or accessible.

## **7. BOARD COMMITTEES**

### **7.1 Committee Structure:**

The Standing Committees of the Board shall be:

- Health and Safety
- Grievance

Ad Hoc committees may be established from time to time as deemed necessary by the Board.

Special committees may be appointed by the Board and/or the Chair.

### **7.2 Appointment to Committees:**

The Chair shall request, either at the first meeting of a new Board or in December, a written or verbal indication from each Board member of their preference for appointment to the various standing committees of the Board.

The appointment of Board representatives to Ad Hoc Committees shall be made at the pleasure of the Chair. The Chair and Vice-chair shall be ex-officio members of each committee of the Board.



## **8. REVIEW AND AMENDMENTS TO BY-LAW**

### **8.1 Conflict:**

In the event of a conflict between this By-law and the provision of either the *Public Libraries Act* or an applicable City of Woodstock By-law, the provisions of the *Public Libraries Act* or the City of Woodstock By-law shall prevail.

### **8.2 Review:**

Revisions to the guiding authorities (*Public Libraries Act, Municipal Act, City of Woodstock By-laws*) may necessitate a review of these By-laws.

### **8.3 Amendments:**

By-law amendments require a majority vote by the members.

### **8.4 Effective Date:**

These By-laws or amendments are effective at the time of approval by Board motion.

## **DOCUMENT REVISION RECORD**

<b>Revision Level</b>	<b>Revision Date</b>	<b>Change</b>
1.0	April 25, 2007	Initial Release
2.0	March 26, 2014	Reviewed & Updated
3.0	August 21, 2015	Reviewed & Updated

## **APPROVAL**

<b>CEO (Acting)</b>	<b>Board Chair</b>	<b>Date</b>
Karen Scott	Sandra Carnegie	