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# Lanark Highlands Public Library



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## Section 1 - Statement of Authority, Powers & Duties

The Lanark Highlands Public Library Board of Trustees bears legal responsibility for the library by ensuring that it operates in accordance with the **Public Libraries Act**, R.S.O. 1990, chapter P.44. The purpose of this bylaw is to define the legal authority of the board.

1. In accordance with the **Public Libraries Act**, section 3 (1), the council of the municipality of Lanark Highlands has established the Lanark Highlands Public Library by section 9 of an order issued by the Minister of Municipal Affairs and Housing made under Section 25.2 of the Municipal Act, in 1997. This document is the Establishing Bylaw for the Lanark Highlands Public Library.
2. In accordance with the **Public Libraries Act**, section 3 (3), the Lanark Highlands Public Library shall be under the management and control of the Lanark Highlands Public Library Board which is a corporation.
3. The Lanark Highlands Public Library will operate under the authority of the **Public Libraries Act**, R.S.O. 1990, chapter P44 and, as a charitable organization within the CRA framework, will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives. Should the library board dissolve, the directions provided under Section 42 of **PLA** will be followed, with assets distributed to other charitable organizations, including, for example, the municipality.
4. The powers and duties of the library board are prescribed in the **Public Libraries Act**, R.S.O. 1990, chapter P44, to which this bylaw adheres. The role of the library board is to govern the affairs of the library, and in accordance with the **Public Libraries Act**, section 20, the library board:

- a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
  - b) shall provide library services in the French language, where appropriate
  - c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
  - d) may operate special services in connection with a library as it considers necessary
  - e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
  - f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
  - g) shall make provision for insuring the board's real and personal property
  - h) shall take proper security for the treasurer
  - i) may appoint such committees as it considers expedient
5. Under the *Public Libraries Act*, (Section 15(2)), the library board must appoint a Library CEO, and it is that person to whom the library board delegates authority for management of library operations.

## Section 2 - Composition of the Library Board

Unless exempt through special legislation, the library board adheres to the ***Public Libraries Act***, R.S.O. 1990, c. P44 as it relates to the composition of the board. The purpose of this bylaw is to guide the council's appointment process for board members.

1. While the ***Public Libraries Act***, section 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the library board endorses a board that consist of at least 5, and no more than 7 members.
2. In accordance with the ***Public Libraries Act***, section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
3. In accordance with the ***Public Libraries Act***, section 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***, section 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**, section 13, if any member of the board is disqualified from holding office, the members shall forthwith declare the seat vacant and notify the municipal council accordingly.
8. In accordance with the **Public Libraries Act**, section 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.

### Section 3 - Officers of the Library Board

Where required, the library board adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44 as it relates to the election and appointment of officers. The purpose of this section of the bylaw is twofold: to guide the library board's appointment of its officers and outline the responsibilities of each of these officers in Parts A through E.

1. In accordance with the **Public Libraries Act**, section 14, at the first meeting of the new term, members of the library board shall **elect** a chair and a vice chair from among the members.
2. At the first meeting of the new term, members of the library board may elect a vice chair from among the members. Alternatively the board may appoint an acting chair in accordance with the Public Libraries Act, section 14(4), as the situation arises such as the chair being absent for a specific library board meeting.
3. In accordance with the **Public Libraries Act**, section 15(2), the library board shall **appoint** a Chief Executive Officer (CEO), who may also be secretary of the library board, as allowed by the **Public Libraries Act**, section 15(5).
4. If any of the board members retire, step down or are dismissed during his/her term, the library board shall forthwith declare the seat vacant and notify the appointing council accordingly. R.S.O. 1990, c. P.44, s. 13.

#### Part A: Terms of Reference for the Board Chair

1. In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44 section. 14 (3), a board shall elect one of its members as chair at its first meeting in a new term.
2. The term of office for the chair of the Lanark Highlands Public Library shall be for the term of the library board.

3. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
4. The chair will:
  - a) preside at regular and special meetings of the library board
  - b) set the agenda in consultation with the Library CEO
  - c) ensure that business is dealt with expeditiously and help the library board work as a team
  - d) in accordance with **Public Libraries Act**, section 16(6), vote on all questions
  - e) act as an authorized signing officer of all documents pertaining to board business
  - f) co-ordinate the CEO evaluation process
  - g) share with the CEO the responsibility for conducting board orientation
  - h) co-ordinate the library board's evaluation process
  - i) represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the library board
  - j) not commit the library board to any course of action in the absence of the specific authority of the library board

#### **Part B: Terms of Reference of the Vice-Chair**

1. The election of vice-chair may take place at the first meeting for the term of the library board.
2. In the absence of the board chair, the vice-chair will perform the duties of the chair, including presiding at library board meetings or in absence of the board chair, an acting chair shall be appointed in accordance with the Public Libraries Act, section 14(4).

#### **Part C: Terms of Reference of the Secretary**

1. As permitted by the **Public Libraries Act**, section 15(5), the Chief Executive Officer of the Lanark Highlands Public Library shall serve as the secretary of the library board.
2. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
3. In accordance with the **Public Libraries Act**, s. 15(3), the secretary will:
  - a) conduct the board's official correspondence
  - b) keep minutes of every meeting of the board
4. In addition, the secretary will:
  - a) prepare the agenda prior to each board meeting, in cooperation with the chair
  - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting

- c) distribute the minutes to all board members not less than three days prior to the next board meeting.

#### **Part D: Terms of Reference of the Treasurer**

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Lanark Highlands Public Library may be permitted to serve as the treasurer of the library board pursuant to the Public Libraries Act.
2. The Board may appoint an individual other than the Chief Executive Officer to serve as treasurer. If the Chief Executive Officer is not the treasurer, the board will:
  - a) appoint a member or non-member of the board to serve as treasurer
  - b) set out the length of the term when the appointment is made
  - c) The treasurer will be a non-voting member of the board if appointed from outside the board.
3. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
4. In accordance with the Public Libraries Act, s. 14(4), the treasurer will:
  - a) receive and account for all the library board's money
  - b) open an account or accounts in the name of the library board in a chartered bank, trust company or credit union approved by the board
  - c) deposit all money received on the library board's behalf to the credit of that account or accounts
  - d) disburse the money as the library board directs
5. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.
6. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

#### **Part E: Terms of Reference of the Chief Executive Officer (CEO)**

1. In accordance with the **Public Libraries Act**, section 15(2), the library board appoints the chief executive officer who shall attend all board meetings.
2. The library board delegates the authority for management and operations of services to the chief executive officer.
3. As a **non-voting** officer of the library board, the CEO:

- a) acts as the secretary to the library board
- b) does not vote on board business
- c) sits ex-officio on all the committees of the library board and acts as a resource person
- d) assists and supports the library board at the presentation of the library budget before the council
- e) reports directly to the library board on the affairs of the library and makes recommendations he/she considers necessary
- f) interprets and communicates the board's decisions to the staff

## Section 4 - Meetings of the Board

Lanark Highlands Public Library Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the library 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 employees. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. chapter P.44.

### Part A: Board Meeting Ground Rule

The library 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, set, and agree on, ground rules to guide their deliberations.

### Part B: Types of Meetings

1. In accordance with the **Public Libraries Act**, section 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 of this bylaw.
2. In accordance with the **Public Libraries Act**, section 16(1), the library board shall hold a minimum of **7 regular meetings** each year and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, section 14(1), the **first meeting** shall be called by the Chief Executive Officer (CEO) of the 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**, section 16(2), the chair or any two members of the library 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***, section 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***, section 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, chapter 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 library 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.
  - 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
  - c) Meeting minutes will reflect that a member is participating remotely
  - d) Quorum applies to the members attending in person and remotely.

## Part C: Order of Proceedings

### 1. Parliamentary authority

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

Meetings shall be **called to order** by the chair on the hour fixed for the meeting. In the absence of the chair, the vice-chair or acting chair will preside over the meeting.

### 3. Quorum

In accordance with the *Public Libraries Act*, section 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.

- a) 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.
- b) 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 library board.
- c) If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the library 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

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

1. Call to order
2. Approval of the agenda
3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes

6. Tabling of the board information package: correspondence, Treasurer's report, Chief Executive Officer's report; Committee reports
7. Monitoring the progress of the library's strategic plan
8. Policy review and updates
9. Report on board members' advocacy activities
10. Other business
11. Date of the next meeting
12. Adjournment

## 6. **Motions**

- a) All motions made by a board member require another member to second the motion.
- b) The Chair states the motion: "It is moved and seconded that..."
- c) The motion is debated.

## 7. **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. 6(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.

## 8. **In-Camera**

- a) In-camera sessions provide the board of directors an opportunity to dialog in private on sensitive matters about legal issues, hiring, wages, employee evaluations, staffing strategies, firing of personnel etc.
- b) A motion to move in-camera must be seconded and approved by majority vote.
- c) A motion to move out of camera must be seconded and approved by majority vote.

## 9. **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 library board and signed by the chair.
- c) Minutes (excluding sessions closed to the public) are public documents and shall be made available to the public.
- d) Minutes of in-camera meetings will specify the time in and out of in-camera, those present and decision made. The Minutes are kept separately and held to be confidential. In-camera sessions will be recorded in the Official Minutes as follows: "This portion of the meeting was held in-camera". The Chair shall keep the in-camera minutes.

## Part D: Chairing the Meeting

The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:

- a) open meetings of the library board by calling the members to order
- b) announce the business before the library 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 library 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) authenticate, by signing, all bylaws, resolutions and minutes of the library board
- j) instruct the library board on the rules of order
- k) represent and support the library 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 library board
- m) ensure that the decisions of the library board are in conformity with the laws and bylaws governing the activities of the library board

## Section 5 - Amendments of Bylaws

Bylaws are the fundamental governing rules of the Lanark Highlands Public Library board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a board meeting any member can propose a review or an amendment of a bylaw.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which time a motion for amendment may be tabled.
4. 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.

### Related Documents:

- **Public Libraries Act**, R.S.O. 1990, chapter P44, sections 3(1), 3(3), 13, 14, 15(2), 15(5), 16.1 and 20

- Lanark Highlands Public Library. ***GOV-01 – Purpose and Duties of the Board***
- Lanark Highlands Public Library. ***GOV-08 –Board-CEO Partnership***
- ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, chapter M56
- ***Robert's Rules of Order New Revised***