

## **POLICY 1.1.7**

### **TOWNSHIP OF RUSSELL PUBLIC LIBRARY BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL**



<b>Type of policy :</b>	Constitution
<b>Title of policy :</b>	Constitution
<b>Policy number :</b>	<b>1.1.7</b>
<b>Date of approval :</b>	January, 2016 – Approval of the English version of the revised French version.

## **1 DESIGNATION**

The “Board” shall refer to the “Township of Russell Public Library Board” which manages the Township of Russell Public Library.

## **2 HEADQUARTERS**

Board headquarters shall be located in the library where administrative and centralised services are housed.

## **3 PURPOSE**

Under the Ontario *Public Libraries Act* of 1984, the primary purpose of the Board shall be to ensure that the library provide “a comprehensive and efficient public library service that reflects the community’s unique needs.”

In order to fulfil its duties, the Board shall:

1. provide a balanced and representative collection;
2. provide library services in English and in French;
3. ensure that the library is accessible to all, including people with disabilities;
4. hire staff that examines the documentary needs of library users and provides them with appropriate resources;
5. ensure the sound management of finances, facilities, resources, property and staff as well as services to the public.

## **4 BOARD**

- 4.1 The Board shall be comprised of seven members appointed by Municipal Council.
- 4.2 A Board member shall hold office for a term concurrent with the term of Municipal Council or until a successor is appointed.

## **5 OFFICERS**

Board officers shall consist of a chair, a vice-chair, a secretary and a treasurer, and shall be chosen by Board members.

- 5.1 The chair shall:
  - a) preside all regular and special Board meetings;
  - b) conduct Board meetings in accordance with section 16 of the 1984 *Public Libraries Act* and other relevant legislation as well as rules of procedure approved by the Board;
  - c) sit as an ex officio member on all Board committees;
  - d) be one of the signing officers for all documents concerning Board business;
  - e) perform other duties as prescribed by the Board.
- 5.2 The vice-chair shall:
  - a) assume all powers and duties of the chair in the absence of the chair;
  - b) perform any other duty as assigned from time to time by the Board.
- 5.3 The secretary shall:
  - a) prepare meeting agendas;
  - b) issue notices of meetings;
  - c) draw up the minutes of each Board meeting;
  - d) write official Board correspondence.

- 5.4 The treasurer shall:
- a) receive and account for all of the Board's money;
  - b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
  - c) deposit all money received on the Board's behalf to the credit of that account or accounts;
  - d) disburse the money as the Board directs.
- 5.5 The chief executive officer shall serve as secretary and treasurer as provided by section 15 of the 1984 *Public Libraries Act*.

## **6 MEETINGS**

- 6.1 The Board shall hold regular meetings once a month, from January to June and from September to December.
- 6.2 Regular or special meetings shall be held at one of the library's branches or at town hall.
- 6.3 The chair or any two Board members may summon a special meeting by giving a seven day advanced written notice.
- 6.4 All Board meetings shall be open to the public, except if a matter specified in the *Municipal Act, 2001*, chapter 25, subsections 239 (2) et (3), is to be considered, in which case the Board may close the meeting, in whole or in part, to the public.
- 6.5 A majority of members present shall constitute a quorum.
- 6.6 The chair or acting chair may vote with other members on all matters. If there is a tied vote, the result shall be deemed negative.
- 6.7 Board meetings may be held either in English, in French or in both languages.
- 6.8 Any individual or group wishing to make a presentation to the Board must advise the secretary and specify the reason of the presentation at least four days prior to a regular meeting.
- 6.9 Unless a request has been made for a secret vote, all matters shall be settled by a show of hands.

## **7 ELECTIONS**

Elections of officers shall be held at the first Board meeting and from time to time, as the Board deems appropriate. The chief executive officer shall chair this meeting until a chair is elected.

## **8 COMMITTEES**

- 8.1 The Board may establish standing or ad hoc committees to deal with special or specific matters.
- 8.2 Committee members shall be chosen by the Board.
- 8.3 A chair shall be elected among committee members at the first meeting of an ad hoc committee, or each year at the first meeting of a standing committee.
- 8.4 The chair of the Board shall sit on all committees as an ex officio member.
- 8.5 Committee meetings shall be convened by the committee chair, a majority of Board members or the Board secretary.
- 8.6 Committees shall follow the terms of reference established and approved by the Board. These terms of reference may be amended by a two-thirds vote of the Board.

**9 FINANCES**

- 9.1 The Board's fiscal year shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.
- 9.2 Accounting records shall be examined annually by the same auditors as the auditors named by Municipal Council.
- 9.3 A register of cheques emitted in the last quarter and a budget report shall be tabled to the Board every three months.
- 9.4 The chair, vice-chair and chief executive officer shall be the Board's signing officers.
- 9.5 The signature of two of the three aforementioned officers shall be required on all cheques.
- 9.6 In the exceptional event of the chair and vice-chair being absent simultaneously, Board cheques may be signed by the Board secretary and one of the two members of Municipal Council who sit on the Board.

**10 STAFF**

- 10.1 The Board shall hire a chief executive officer who, under section 15.2 of the *Public Libraries Act* of 1984, shall supervise and manage the activities of the public library and its staff, attend all Board meetings and perform other duties as assigned by the Board.
- 10.2 The Board shall approve the chief executive officer's job description.
- 10.3 The chief executive officer shall develop job descriptions for all other positions and hire required staff in accordance with the hiring policy approved by the Board.

**11 RULES OF PROCEDURE**

- 11.1 Board meetings shall be conducted in accordance with parliamentary procedure.
- 11.2 Any person wishing to abstain from a vote must request the meeting chair's approval and obtain such approval either in advance or at the time of the vote.
- 11.3 Any person declaring a conflict must withdraw from the room during the discussion period and the vote on the concerned proposal.

**12 AMENDMENTS**

The Constitution may be amended following the approval of a proposal by a two-thirds vote during a regular Board meeting, provided that a written notice of at least two weeks has been given.

**13 AUTHORITY**

The Board is created under the *Public Libraries Act* of 1984. Should the Constitution be in conflict with any legislation, the *Public Libraries Act* of 1984 shall have precedence.