

## **1.12 LIBRARY TRUSTEES – REMOVAL FROM THE BOARD**

1. A person shall be disqualified from remaining a member of the Board if they fail to attend, without being excused by a resolution of the Board, three consecutive regular Board meetings. (*Alberta Libraries Act, Part 5, Section 35.*)
2. The Board recognizes that Town Council's power to appoint members to the Board carries with it the power to remove members from the Board. (*Alberta Libraries Act, Part 2, Section 10.*)
3. Should a Trustee be found in contempt of Policy 1.3 *Library Trustees-Ethics* and/or Policy 1.4 *Legal Obligations*, the Board may vote to submit a request to Town Council to remove the Trustee from the Board.

## **1.13 LIBRARY TRUSTEES – EXECUTIVE OFFICERS**

1. The executive officers of the Board shall consist of:
  - Chair
  - Vice Chair
  - Treasurer
2. The Board shall elect a Chair for a two-year term of office; this term may be renewed.
3. The Board shall elect a Vice-Chair and a Treasurer for a one-year term of office. These terms may be renewed.
4. Elections shall take place during the regular November meeting of the Board.
5. The executive officers shall have signing authority.
6. In the event of an Executive vacancy, an election for an interim position shall be held at the next regular board meeting.

## **1.14 RESPONSIBILITIES OF THE CHAIR**

The Chair shall:

1. call meetings to order and ensure they proceed in an orderly manner according to the agenda and rules of meetings procedures. All comments shall be addressed through the Chair;
2. lead discussions, put motions and amendments to a vote and declare results. Chair may enter into discussions without vacating chair;
3. ensure that proper minutes and records are kept and sign adopted minutes;
4. ensure that all points of view are given a fair hearing and items of business are adequately discussed before a final decision is made;
5. have the right to vote only in the case of a tie;
6. act as the official spokesperson for the Board and be responsible for representing and interpreting it's policies to the public and governing bodies;
7. call a special meeting of the Board. The meeting may be held within 48 hours with the consent of 2/3 majority of the Board providing all members have been given at least 24 hours notice;
8. confer with other executive officers on agenda items and should be familiar with any items brought before the Board;