

## **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;

9. chair the HR Committee; serve as an ex-officio member on other committees and act as communication liaison;
10. be responsible for all official correspondence as approved by the Board;
11. have a working knowledge of parliamentary procedures and a thorough understanding of *Libraries Act and Regulations*, and the Morinville Community Library By-laws and Policies;
12. ensure that all necessary reports and documentation are filed with appropriate authorities as required under the Act;
13. monitor government legislation, advise the Board on impact of current and proposed legislation and recommend action.

#### *Library Board Past Chair Description:*

Chair automatically becomes Past Chair upon retiring from their position. Past Chair acts as mentor to help ensure continuity of Library Board's work and projects remaining until the next Chair election.

### **1.15 RESPONSIBILITIES OF THE VICE-CHAIR**

The Vice-Chair shall:

1. assume the role of Chair as required;
2. serve as Chair of the Policy Committee.

### **1.16 RESPONSIBILITIES OF THE TREASURER**

The Treasurer shall:

1. serve as Chair of the Budget Committee;
2. review monthly the library's current financial situation and relevant documentation with the Library Director;
3. assist with preparation of the annual audited financial statement and deliver a report to the Board;
4. present the Treasurer's Report at regular Board meetings.

### **1.17 RESPONSIBILITIES OF THE SECRETARY**

If directed by the Board, the Library Director will appoint a staff member to be Board Secretary.

The Board Secretary shall:

1. ensure accurate minutes of all Library Board meetings are taken;
2. ensure a copy of the Board minutes is provided to the Library Director within one week following a board meeting;
3. retain a current directory of Trustee names and contact information.

### **1.18 LIBRARY TRUSTEES – APPOINTMENT AND DUTIES OF COMMITTEES**

1. The Board may appoint special committees on either a standing or an ad hoc basis whenever it requires in-depth research, deliberations or recommendations on any matter. Memberships of such committees may include non-Board members.