

2. The purpose, membership, duties, and responsibilities of sub-committees shall be determined by the Board as a whole, in accordance with the needs of the project for which the committee is being established.
3. The Board Chair and Library Director will be ex-officio members of the committees.
4. Standing committees may include:
  - Finance/Budget
  - Grants and Fundraising
  - Policy
  - Special Events
  - Public Relations
  - Orientation

## **1.19 MEETING PROCEDURES**

### **1. NOTIFICATION OF MEMBERS**

- 1.1. Each member of the Board should normally be supplied with a Board Information Package prepared by the Director (in consultation with the Board Chair) 3 days prior to the regular meeting.
- 1.2. The package shall contain an agenda, minutes of the previous meeting, reports and any other pertinent information required for consideration by the Board.
- 1.3. Receipt of this package shall constitute notification of the regular meeting.
- 1.4. It is the responsibility of each Board member to read the board information package prior to the meeting.
- 1.5. If a special meeting should be called, Board members shall be given 48 hours notice.

### **2. AGENDA FORMAT**

- 2.1. A Board member wishing to place items on the agenda or to submit items for inclusion in the board information package should inform the Board Chair at least one week prior to the meeting.
- 2.2. The format of the agenda shall be as follows:
  - 2.2.1. Call to order
  - 2.2.2. Land Acknowledgment
  - 2.2.3. Adoption of agenda
  - 2.2.4. Adoption of minutes
  - 2.2.5. Announcements/Communications
  - 2.2.6. Reports
  - 2.2.7. Old business
  - 2.2.8. New business
  - 2.2.9. Next meeting date
  - 2.2.10. Adjournment

### 3. QUORUM

- 3.1. The size of a quorum shall be 50% plus one or a simple majority.

### 4. RULES OF ORDER

- 4.1. While meetings shall be conducted on a more casual basis than Robert's Rules of Order, all participants are expected to behave respectfully and defer to the Chair in the event of a dispute regarding meeting procedures.
- 4.2. Disposition of all motions shall be:
  - 4.2.1. Motion
  - 4.2.2. Discussion
  - 4.2.3. Call to question
  - 4.2.4. Vote
- 4.3. An amendment to a motion must be dealt with before the original motion is voted upon.

### 5. VOTING

- 5.1. Voting shall normally be by show of hands.
- 5.2. Secret ballots shall be used for election of officers and for other matters deemed by the meeting to require secrecy.
- 5.3. The Chair shall vote on motions only to break a tie.
- 5.4. Where there is a dissenting vote, those members disagreeing with the majority may request that their dissension is recorded.

### 6. MINUTES

- 6.1. The minutes of regular and special meetings shall be recorded.
- 6.2. Minutes of the previous meeting shall be included in the board information package.
- 6.3. Motions shall be numbered according to order of motion in the current year/month (e.g. 1999-02-011 refers to the eleventh motion in 1999 which occurred in the month of February).
- 6.4. Upon adoption of the minutes, the Chair shall sign the minutes, and the signed minutes shall be placed in the official minute's file.
- 6.5. When written reports are not included, the minutes may include a brief summary.

### 7. PUBLIC PARTICIPATION

- 7.1. All regular meetings of the Board are open to the public.
- 7.2. The Chair, at their discretion, may entertain questions from the public.

### 8. SPECIAL MEETINGS

- 8.1. The Chair may call a special meeting (electronically, by phone, or in person) to deal with issues that must be handled prior to the next regular meeting, if a secret ballot is not necessary.

- 8.2. The minutes of the next regular meeting held after a special meeting shall include the outcome of any motions and a list of who voted in favor of the motion and who was opposed.

## 9. ELECTRONIC VOTING

- 9.1. When it is necessary to proceed with an action between scheduled Board meetings and it is not reasonable to call a special meeting, the Chair can conduct a vote electronically (such as via e-mail). The Chair must be confident that circumstances of urgency require a vote and that all participants will have access to adequate information about the motion upon which they are being asked to vote. Such a vote must meet the Board's requirements for a quorum and must be passed by a majority of that quorum prior to being acted upon. The Chair and Trustees shall follow the **Email Motion Procedure** as laid out in **Form 1.18.9.a** (Appendix 1A). The motion will be ratified at the next meeting of the Board by being presented to the Board using **Electronic Vote Results Form 1.18.9.b** (Appendix 1A). Copies of all correspondence related to the vote will be retained as part of the formal record of the library.

## 1.20 ANNUAL ORGANIZATIONAL MEETING

The Board shall hold its annual organizational meeting following Council's appointment of new Board members to term positions. The election of executive officers for one-year terms shall take place, and any other organizational or procedural changes shall be made.

### PROCEDURE

1. The annual organizational meeting shall occur in conjunction with the Board's regular November meeting.
2. Nomination forms shall be available to Board members at the regular board meeting the month prior to the annual organizational meeting, and from the Library Director thereafter.
3. Completed nomination forms, with consent of the nominees, shall be returned to the Library Director one week prior to the meeting.
4. Election of officers shall be conducted by the Library Director according to accepted parliamentary procedure.
5. Board members will indicate the Board Committees(s) on which they are prepared to serve or will be assigned.

## 1.21 MEMBERSHIP IN LIBRARY ASSOCIATIONS

1. The Board recognizes the importance of belonging to appropriate library associations. The Board shall review association memberships for Trustees and staff and plan accordingly in the budget.