

- 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.