

## **1.22 POLICIES AND BY-LAWS**

1. The Board shall consider all proposals for policies or by-laws, whether they originate from with the board or from sources outside the board, such as library employees, residents of the area served by the library, community groups, etc.
2. It is the sole responsibility of the Board to determine and adopt policies and by-laws relative to the library.
3. A policy proposal must be presented to the Board, by a Board member, in the form of a motion. If the motion is carried, the proposal shall be drafted into policy format, numbered and presented for final approval at the next meeting.
4. A by-law proposal must be presented to the Board by a Board member, in the form of a motion. Three readings are required for passage of a by-law. All three readings may occur at the same meeting, but unanimous consent is required to proceed with the third and final reading.
5. The policy and by-law manual shall contain only the most current version of the Board by-laws and policies. Superseded versions shall be destroyed.
6. By-laws and policies adopted by the Board shall be included in the library's reference collection.
7. Board policies and by-laws shall be reviewed from time to time and revised when necessary to ensure their continued relevance and meaningfulness.
8. In the absence of policy, the Board authorizes the Library Director to act on its behalf. Prior to action the Director should consult with the Board Chair and/or other Board members. The action shall be reported to, and reviewed by, the Board.

## **1.23 BUDGETING PRINCIPLES**

1. As described under the *Libraries Act, Sections 13 and 14(1)*, the Library Board has full management and control of the municipal Library and shall prepare a budget to ensure operations and management of the library for the ensuing fiscal year.
2. By August the Library Director shall prepare recommendations for review and discussion by the Budget Committee.
3. By September the Budget Committee shall present a recommendation for a three-year funding request for discussion and approval by the Morinville Library Board. The Board will operate from the revised approved budget.
4. A request for funding, based on the Board approved recommendations, will be presented for approval by Council, in accordance with the process established by the Town of Morinville, for the purpose of providing library services.
5. Following funding approval by Council the Budget Committee will create a draft budget to be approved by the Morinville Library Board.
6. The Library Director shall approve expenditures for budgeted items. Expenditures that are not itemized on the approved budget must be presented for approval to the Morinville Library Board.