

VIKING MUNICIPAL LIBRARY  
POLICY MANUAL  
LIBRARY BOARD

Prepared by: Barb Chrystian

Board Approved – Sept. 2021

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**14.0 MEETINGS**

**14.1 Annual Organizational Meeting**

- 14.1.1 The Board shall hold its annual organizational meeting following the Town of Viking Council's appointment of new board members to term and annual positions. The election of executive officers for one (1) year terms shall take place and any other organizational or procedural changes shall be made. Board members will also indicate the board committee(s) on which they are prepared to serve.
- 14.1.2 The annual organizational meeting may occur in conjunction with the Board's regular November meeting.
- 14.1.3 Election of executive officers shall be conducted by the Secretary to the Board according to accepted parliamentary procedure.

**14.2 Regular Board Meeting**

- 14.2.1 The Board shall meet at least once every 4 months and at any other times it considers necessary.

**14.3 Minutes of Meetings**

- 14.3.1 the minutes of all meetings shall be recorded and shall include the following:
  - a) place, date, time of meeting
  - b) list of members present, absent, and excused by resolution, staff and guests
  - c) time meeting was called to order
  - d) adoption of previous minutes
  - e) current financial statement
  - f) correspondence and action taken
  - g) results of deliberations from unfinished and new business
  - h) exact wording of all motions with name of mover, and record of whether carried or defeated
  - I) time of adjournment
- 14.3.2 Minutes of the previous meeting shall be made available to board members in advance of the next board meeting.
- 14.3.3 Upon adoption of the minutes, the Chairman shall sign them, and they shall be placed in the official Minute Book.

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14.4 Meeting Procedure

- 14.4.1 Agenda format shall be as follows:
- a) Adoption of Agenda
  - b) Adoption of Minutes
  - c) Business Arising Out of the Minutes
  - d) Correspondence and Information
  - e) Reports (i.e. Board, Committee, Library Clerk, etc)
  - f) New Business
- 14.4.2 The meeting shall be conducted according to Roberts' Rules of Order
- 14.4.3 Any Board meeting shall have the presence of 50% of the members to represent a quorum. Without a quorum, official business of the Board cannot be carried out.
- 14.4.4 All persons, on speaking, shall address the Chair and speak on the topic under discussion only.
- 14.4.5 A motion before the Board does not require a seconder.
- 14.4.6 Disposition of all motions shall be as follows:
- a) Motion
  - b) Discussion
  - c) Questions
  - d) Vote
- 14.4.7 An amendment to a motion must be voted upon before the original motion is voted upon.
- 14.4.8 Voting shall normally be by a show of hands.
- 14.4.9 Secret ballots shall be used for election of officers and for other matters deemed by the meeting to require secrecy.
- 14.4.10 The chairman does not vote, unless there is a tie vote.
- 14.4.11 Where there is a dissenting vote, those members disagreeing with the majority may request that their dissent be recorded.

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14.5 Public Participation

14.5.1 All regular meetings of the Board are open to the public.

14.5.2 The Chairman, at his discretion, may entertain questions from the public.

14.5.3 A delegation of members of the public may request a hearing before the Board by submitting a request to the Board Chairman or Library Manager at least ten (10) days before the meeting at which they wish to appear. The Chairman may permit discussion of the issue among board members in the presence of the delegation. Board decision on the issue, which will be final and binding, will be communicated in writing to the head of the delegation.

14.6 Special Meeting

14.6.1 The Board Chairman shall have the authority to call special meetings with 48 hour notice to board members. The meeting may be held with less than 48 hours notice with the consent of a 2/3 majority of the Board.

14.7 Committee Meetings

14.7.1 Meetings of board committees shall take place when board business requires the deliberations and recommendations of committees. Meetings will occur at dates and times mutually agreed upon by committee members.

14.7.2 It is the responsibility of the chairman of each committee to submit a report at board meetings on committee activities.