

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY BOARD

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Board Approved – Sept. 2021

15.0 POLICIES AND BYLAWS

15.1 Development of Policies and Bylaws

15.1.1 It is the responsibility of the Board to consider all proposals for policies or bylaws, whether they originate from within the board or from sources outside the Board, such as library employees, residents of the area served by the Library, community groups, professional consultants, etc..

15.1.2 It is the sole responsibility of the Board to determine and adopt policies and by-laws relating to the Library, such adoption to be in accordance with the Alberta Libraries Act.

15.2 Adoption of Policies and By-laws

15.2.1 Policies

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 becomes policy.

15.2.2 By-laws

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.

15.2.3 Amendment

The policy manual will contain only the most current version of the by-law and board policies. Superseded versions shall be filed for historical purposes.

15.2.4 Publicizing

By-laws and policies adopted by the Board shall be included in the Library's Reference Collection.

15.2.5 Review and Revision

Board policies and by-laws will be reviewed on an ongoing basis and revised when necessary to ensure their continued relevance and meaning-fullness.

15.3 Administration in Absence of Policy

In the absence of policy, the Board authorizes the Library Manager to act on its behalf. Prior to action, the Library Manager may consult with the Board Chairman and/or other board members. The action will be reported to and reviewed by the Board.