

STATEMENT OF POLICY AND PROCEDURE

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Subject: **COMMITTEES OF THE BOARD** | Sec 2, 1H

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SECTION 2 – 1.H

COMMITTEES OF THE BOARD

This policy outlines the rules and procedures for the board's standing and ad hoc committees. The Executive Committee is a standing committee governed by the Library Act and Regulations and the policy "Role of the Executive Committee."

1. **Standing Committees of the NLLS Board**

The Northern Lights Library System (NLLS) Board has the following standing committees:

- **Grievance Committee:** 5 members
- **Policy Committee:** 5 members
- **Executive Director Evaluation Committee:** Chair, Vice Chair, and one (1) other Executive Committee nominee

2. **Ad-Hoc and Subcommittees**

- The NLLS Board may establish ad-hoc committees with one or more members. Examples of ad hoc committees include:
 - Plan of Service Committee
 - Building Committee
 - Advocacy Committee

3. **Committee Appointments and Representation**

- The NLLS Board appoints committee members at the Annual General Meeting (this is generally in May).
- Alternates of the board cannot serve on any committees.
- Where possible, committees should have one (1) representative from each zone.
- Depending on the committee's Terms of Reference, the appointed zone member may or may not be the zone's representative on the Executive Committee. The member is appointed by a vote of the zone's representatives.
- If additional members are needed, they will be appointed from and by the general membership.

4. **Committee Powers and Responsibilities**

- All committees, except for the Executive Committee, serve in an advisory capacity.
- The NLLS Board must approve committee mandate statements.
- Standing committees must review their Terms of Reference at their first meeting following the Annual General Meeting (AGM).

5. **Attendance and Meeting Procedures**

- All committee meetings must have an attendance sheet and recorded minutes. These minutes should be distributed to all Executive Committee members after the meeting.
- Committee members must attend all meetings. Members who miss two (2) consecutive meetings within one year will be removed, and a replacement will be elected from their zone or the membership-at-large.
- Members must inform administration in advance, if they are unable to attend a meeting.
- In municipal election years, anyone elected to a committee will serve for a one-year term plus the period from their appointment.

6. **Confidentiality and FOIP Concerns**

- Agenda additions must be vetted by the Committee Chair and Executive Director for FOIP (Freedom of Information and Protection of Privacy) concerns before meetings. FOIP-sensitive items will be addressed in a closed session.

Internal committee communications protected under FOIP or other pertinent legislation cannot be shared outside the committee (except with the Board Chair) without Executive Committee approval. Violations of this protocol will result in removal from all committees.

NLLS Executive Board Chair

November 29, 2024

Date of Approval