



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Board By-laws
(Temporary # 19 – 2)

SUBJECT: Composition of the Board

POLICY REPLACING: Board By-laws
#1 Library Board membership May 13,
2014

BOARD APPROVAL DATE: June 11, 2019

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RATIONALE:

The purpose of this bylaw is twofold: to assist the Council's appointment process for Board members and to guide the Library Board's appointment of its officers. In addition, this bylaw outlines the responsibilities of each of these officers.

DEFINITIONS:

Trustee: The Trustee is a member of the Bracebridge Public Library Board Corporation.

POLICY STATEMENT:

Organization of the Bracebridge Public Library Board

The public library shall be under the governance, regulation and control of a Public Library Board which is hereinafter referred to as "the Board".

The Board is constituted and governed by the provisions of the Public Libraries Act 1990 (Chapter 44) and a By-Law of the Corporation of the Town of Bracebridge 1901/03/11.

The Board shall consist of nine Trustees (eight members of the public and one Councillor appointed by the Bracebridge Municipal Council).

Trustees must be at least 18 years old, a Canadian citizen and a resident of the municipality of Bracebridge. With the exception of the Council representative, the Trustee may not be employed by the Library Board or Municipality or District.

The length of office for the Board as a whole is the same 4 years as the Municipal Council, however, the present Board continues its operations until the newly elected Council makes appointments to the Board as outlined by the Municipal Council by-laws.

A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.

The Chair of the Board shall be elected by the members of the Board at the beginning of the term.

In case of a vacancy caused by any reason other than the expiration of the term for which a member was appointed, the Board shall request the appointment of a successor by Council to complete the unexpired term, except where the unexpired term is less than forty-five days.

If a member wishes to resign, they should inform the Chair in writing.



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If a member is absent from three consecutive Board meetings without being authorized by a Board resolution, the member's seat becomes vacant in accordance with the Public Libraries Act R.S.O. 1990 (Chapter P. 44, Section 13, Subsection C). The Chair shall forthwith declare the seat vacant and shall notify the Council in writing.

Notice of vacancy on the Board shall be advertised by the Municipal Clerk in the appropriate media.

Officers of the Library Board

In accordance with the Public Libraries Act, section 14, at the first meeting of the new term, members of the Library Board shall elect a Chair. An Acting Chair may be appointed in accordance with the Public Libraries Act, Section 14(4) as the situation arises, such as the Chair being unable to preside over a specific Library Board meeting.

In accordance with the Public Libraries Act, section 15, the Library Board shall appoint a Chief Executive Officer (CEO), who shall also be secretary and treasurer of the Library Board, as allowed by the Public Libraries Act, section 15(5).

If any of the officers retire, step down or are dismissed during his/her term, the Library Board must immediately elect or appoint a new officer.

RELATED DOCUMENTATION:
Public Libraries Act RSO 1990 C.44

PREVIOUS REVISIONS:
1987
September 1993
May 2003 (reviewed)
Board By-law #1 – Library Board membership May 13, 2014