



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Governance #3

POLICY REPLACING: New

SUBJECT: Committees of the Board

BOARD APPROVAL DATE: June 9, 2020

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RATIONALE: The Library Board (Board) shall use committees to further its work. This policy ensures that the Board establishes Terms of Reference and specific duties for each of these committees, as the need arises.

POLICY STATEMENT:

Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.

Committees operate for defined periods of time and have a specific purpose which must be described in written Terms of Reference.

Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.

A committee that is established by the Board may include non-Board members.

Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.

Committees shall not supervise or direct employees.

TERMS OF REFERENCE:

All committees of the Board shall adopt the following Terms of Reference:

1. Responsibilities:

- Establish a meeting schedule at the first committee meeting
- Adopt terms of reference and develop a work plan for Board approval
- Research, review, draft and recommend to the Board progress based on the mandate in the form of a written report at scheduled Board meetings
- The work of Board committees shall be referenced in the Library's Annual Report

2. Term of the Committee:

- The members of each committee shall be appointed and/or reviewed every January at the scheduled Board meeting. Committees may be struck during the year but will be reviewed in January as well.



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3. Composition of Board Committees:

- The Board members shall be appointed by the Board. Staff membership on a committee will be appointed by the Chief Executive Officer (CEO) as required.
- A minimum of 2 Board members shall sit on a committee.
- The Chair of the Board shall be an ex-officio member.
- The committee selects its Chair annually.
- The Chair of the committee may invite others to attend the meeting as deemed appropriate.
- Any Board member may attend as an observer.

4. Duties of the Chair of the Committee:

- Prepare an agenda in advance of the meeting.
- Ensure appropriate minutes or notes are kept.
- The Chair is accountable to the Board and shall submit meeting minutes as part of the Board agenda.
- Conduct the meeting in a democratic fashion to ensure that all members are active participants.

5. Meeting Attendance:

- Committee members are required to attend a minimum of 80% of the scheduled meetings.

6. Quorum:

- A quorum is a majority of the committee members which must include two Board members.

7. Voting:

- Consensus is strongly encouraged in decision making on recommendations to the Board, however all members of any committee shall be entitled to vote.

RELATED DOCUMENTATION:

Governance #4 Policy Development

PREVIOUS REVISIONS:

None