



## PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	<b>Board governance &amp; operation</b>	Policy number:	<b>B4</b>
Policy title:	<b>Board meetings</b>	Approval date:	<b>March 12, 1987</b>
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### 1. Inaugural Meeting

- 1.1. The Inaugural Meeting normally occurs at the first scheduled Board meeting of the year, or at the first scheduled meeting following the appointment of new members of the Board for the current term.
- 1.2. The Chair calls the meeting to order and conducts the meeting. If the Chair is planning to seek re-election, he/she will step aside until the elections are over and the Library Director will conduct the elections. If the Chair is not running again, he/she will run the meeting until the new Chair is elected.
- 1.3. Nominations will be accepted from the floor.
- 1.4. Consent of the nominee, in person or in writing, is required.
- 1.5. All votes will be conducted by a secret ballot. In the event that only one nomination is received for a position, that individual will be declared elected by acclamation.
- 1.6. The Chair shall be elected by the Board members present by majority vote. The Chair serves until the next Inaugural Meeting and is eligible for re-election. If the Chair's term on the Board has ended, the Chair's responsibilities fall to the Vice-Chair until a new Chair is elected.
- 1.7. Following the election of the Chair, the Board members present shall elect a Vice-Chair by majority vote. The Vice-Chair serves until the next Inaugural Meeting and is eligible for re-election. If the Chair's term on the board has ended, the Chair's responsibilities fall to the Vice-Chair until a new Chair is elected.
- 1.8. To accommodate succession, the intent is that the position of Vice-Chair will ultimately succeed to the position of Chair dependent upon the results of an election.

2. Standard practice for Port Moody Library Trustees is to meet once per month, except during July and December.
3. Meetings will be conducted under *Robert's Rules of Order* (revised edition).
4. Port Moody Public Library Board regular meetings are open to the public.
5. The Board reserves the right to schedule in-camera meetings and agenda items as may be required.
6. The Chair shall vote and shall have the same rights and be subject to the same rules for participation and debate as other board members.

7. If the Chair is not present at a meeting of the Board, the Vice-Chair has all the powers of the Chair and is subject to all rules applicable to the Chair.
8. If neither Chair nor Vice-Chair is present at a meeting of the Library Board, the members present may elect an Acting Chair who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.
9. In the event that the office of Vice-Chair is declared vacant, the board shall elect a new Vice-Chair from among its members by majority vote. The person shall serve the remainder of the term and shall be eligible for re-election.
10. Reports, petitions and other submissions by the public to the Board must be submitted to the Library Director in writing not less than seven (7) days prior to the regular monthly meetings of the Board.
11. The Chair or any two members may call a Special Meeting to deal with any matter, by notifying in writing, the other members with at least two days' notice specifying the purpose of the meeting.
12. Should a Board decision be required and it is not possible to call a meeting, the Chair may conduct a poll of the Board by telephone or email in order to arrive at the decision. The decision shall be ratified at the next Board meeting.
13. The agenda for each meeting shall be prepared by the Library Director in consultation with the Chair. The Library Director shall ensure that copies of the agenda are delivered to each Board member and appropriate staff so that they are received at least three days before the meeting time. Copies of the agenda will also be distributed to the City Clerk's Office for posting at City Hall, will be posted on the Library website, and will be made available to the general public as required.
14. Minutes of the proceedings shall be recorded and distributed to each Board member with the agenda for the next regular meeting, and after any necessary amendments and approval by the Board, a copy shall be filed and the approved Minutes will be posted in the Library and on the Library's website.
15. Meeting Procedures
  - 15.1. If there is no quorum of the Board present within 30 minutes of the scheduled time for a Board meeting, the Library Director or designate must:
    - (a) record the names of the Members present, and those absent;
    - (b) adjourn the meeting until the next scheduled meeting; and
    - (c) place all business on the agenda that is not dealt with at the meeting on the Agenda for the next meeting.
  - 15.2. If quorum is lost during a meeting, the meeting will be temporarily recessed, and if not reconvened within 15 minutes, sections 15.1 (a), (b), and (c) apply.
  - 15.3. If there is a quorum present at the time the meeting should be called to order and if the Chair and Vice-Chair are absent, the Library Director shall call the meeting to order and a Chair Pro Tem shall be chosen by a resolution of the meeting.
  - 15.4. Decision shall be by majority vote of those members present and voting.
  - 15.5. No motion passed by any Board shall be rescinded during the Board's term of office except by a two-thirds vote of the entire Board. The Board's term of office shall be from Inaugural Meeting to Inaugural Meeting.

15.6. Any member may present “notice” of a motion to be placed on the agenda of the next meeting and it shall appear in the minutes of the meeting as a “Notice of Motion” and be duly placed on the agenda of the next regular meeting of the Board.

#### 16. Conflict of Interest

16.1. A board member who has a direct or indirect pecuniary interest in a matter considered at a meeting:

- must declare that he or she has a pecuniary interest in the matter
- must not take part in the discussion and is not entitled to vote on any question respecting the matter
- must leave the meeting, and
- must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter

16.2. 16.1 does not apply:

- if the matter relates to expenses payable to one or more members of the library board in relation to their duties as members, or
- if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter

16.3. A person who contravenes 16.1 is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.

#### 17. In-Camera Meetings

17.1. The Board may hold an in camera meeting only if the subject matter being considered is:

- The security of the Library
- Personal information of an individual including an employee of the Library
- Proposed or pending property acquisition
- Labour relations or negotiations
- Litigation, potential litigation or other legal matters
- Any matter that would cause financial or economic harm to the Library, or to the relationship between the Library and the government or other public bodies

17.2. A motion to move in camera shall include the reason for holding the meeting in camera.

17.3. Minutes of the in camera meeting shall be available only to the Library Director and members of the Board, subject to the provisions of the Freedom of Information and Privacy Act.

#### 18. Delegations to Board Meetings

18.1. Any person or organization wishing to appear as a delegation before the Library Board shall submit a written request to the attention of the Secretary of the Board (Library Director) not less than ten (10) days prior to the regular monthly meeting of the Library Board. The request must indicate the subject matter and particulars upon which the delegation wishes to make the presentation.

18.2. Late submissions will not be accepted unless otherwise determined by the Chair of the Board.

18.3. The Library Board reserves the right to refuse a request for delegation appearance.

- 18.4. Upon approval, the delegation shall be allotted ten minutes to make a presentation, with additional time for board members to ask questions. Board members reserve the right to decide on any follow up as a result of the delegation at a future board meeting (or the following board meeting).