



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Board governance & operation	Policy number:	B5
Policy title:	Board committees and representatives	Approval date:	March 12, 1987
		Revision date:	Jan 19, 2010 Sept 16, 2010

1. The only standing committee shall be an Executive Committee consisting of the Board Chair and Vice-Chair, plus one Board member appointed on an annual basis by the Chair (subject to approval of a majority of Board members).
 - 1.1. This committee shall be chaired by the Board Chair.
 - 1.2. Its main role is to conduct the Library Director's annual performance review and to deal with emergency matters between Board meetings.
 - 1.3. Should urgent business require an official decision of the Library Board, and it is not possible to call a meeting, procedures in Board Policy B.4.12 will apply.

2. At the discretion of the Chair, ad hoc committees may be created: to investigate or develop information and recommendations on matters of concern to the Library Board; or for other special purposes. Membership, purpose and status of these committees will be specified in the terms of reference for such committees.
 - 2.1. Ad hoc committees shall serve until the work for which they have been appointed has been completed or for the time specified by the Chair at the time of appointment.
 - 2.2. Non-Board members may participate fully in ad hoc committee business.
 - 2.3. The Library Golf Committee is an ad hoc committee of the Library Board, which is responsible for planning the annual Links to Literacy golf tournament and fundraiser.

3. All committee recommendations shall be brought to the full Board for discussion and approval. No committee shall have authority to take any action except to discuss, investigate, report and recommend to the Board, unless such authority has been specifically authorized in advance by the Board.

4. No later than the February meeting of the Library Board, the Chair shall appoint from among Board members: an InterLINK representative and an alternate representative; a BC Library Trustees Association liaison; an appointment to the City of Port Moody Arts & Culture Committee; and a third member of the Executive Committee (subject to approval of a majority of Board members). In making these appointments, the Chair shall consider the preferences of individual Board members.

5. The InterLINK Board representative shall:
 - Represent the Port Moody Public Library at the InterLINK Board.
 - Ensure the Library Board maintains active participation in InterLINK affairs consistent with PMPL purpose, goals and objectives.
 - Maintain liaison with Library Director.
 - Report to Library Board as required.
 - The alternate will represent the Board in the absence of the regular representative. The alternate is encouraged to attend meetings of the InterLINK Board along with the regular member, however the status of the alternate on these occasions is that of an observer.