

# LIBRARY BOARD POLICY

## Section B – Board Governance and Operation

Policy Name:	<b>Board Meetings</b>	Policy #:	<b>B4</b>
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### Purpose

This policy establishes the governance framework and procedures for Port Moody Public Library Board meetings, including regular operations, procedures, and criteria for closed meetings to ensure transparency and accountability while protecting confidential matters that legitimately require privacy.

### Scope

This policy applies to all meetings of the Port Moody Public Library Board of Trustees, including inaugural meetings, regular Board meetings, special meetings and committee meetings where trustees are present. It governs scheduling and meeting procedures, conduct, and the criteria for determining when closed meetings are appropriate.

### Underlying Principles

- Transparency – Board meetings should be open to the public as the general rule, with closed meetings being the exception.
- Accountability – The Board must provide clear justification for closed meetings and maintain appropriate records of all proceedings.
- Democratic Governance – Meetings shall be conducted in accordance with established parliamentary procedures to ensure fair and orderly debate.
- Legal Compliance – All meetings must be conducted in accordance with applicable legislation including the Library Act and privacy legislation.
- Public Participation – The public has the right to observe Board deliberations and participate through established delegation procedures.
- Protection of Legitimate Interests – Certain matters require confidentiality to protect individual privacy, legal interests, and strategic library operations.
- Due Process – Proper procedures must be followed in all aspects of meeting governance.

### Policy Statement

#### 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. In accordance with section 7(1) of the *Library Act*, the Library Board must elect a Chair and a Vice-Chair at its first meeting each year.
- 1.3. The Director of Library Services will call the inaugural meeting to order and preside over it until a new Chair is elected.

- 1.4. Nominations will be accepted from the floor.
  - 1.5. Consent of the nominee, in person or in writing, is required.
  - 1.6. 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.
  - 1.7. 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.
  - 1.8. 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.
  - 1.9. To ease succession, the intent is that the position of Vice-Chair will ultimately succeed to the position of Chair pending the results of an election.
2. Meeting schedule
    - 2.1. Standard practice for Port Moody Library Trustees is to meet once per month, except during August and December. The Board must meet at least six times a year to remain compliant with the *Library Act*.
3. Simplified Parliamentary Rules
    - 3.1. Meetings will be conducted according to a simplified version of Robert's Rules of Order based on the following principles:
      - 3.1.1. Everyone has the right to participate in discussions;
      - 3.1.2. All participants must treat each other with courtesy and respect;
      - 3.1.3. Only one motion can be discussed at a time to maintain focus and clarity;
      - 3.1.4. Decisions are made by majority rule;
      - 3.1.5. A quorum must be present—either in-person or through virtual means—for business to be conducted;
      - 3.1.6. Proxy voting is not permitted.
    - 3.2. The Chair is responsible for:
      - 3.2.1. Keeping discussion focused on the pending motion;
      - 3.2.2. Maintaining general order in the meeting;
      - 3.2.3. Putting motions to a vote and announcing results.
    - 3.3. Motion Procedures:
      - 3.3.1. A member obtains the floor by being recognized by the Chair.

- 3.3.2. The member makes their motion beginning with “I move THAT the Library Board...”,
  - 3.3.3. Another member must second the motion before it can be considered:
  - 3.3.4. The Chair restates the motion and opens the floor for debate;
  - 3.3.5. The maker of the motion has the right to speak first;
  - 3.3.6. After discussion concludes, the Chair calls for a vote and announces the result.
- 3.4. Debate Guidelines:
- 3.4.1. All discussion must be relevant to the motion at hand;
  - 3.4.2. Each member should speak no more than twice on any debatable motion;
  - 3.4.3. When a topic is controversial, remarks should be addressed to the Chair;
  - 3.4.4. Debate must focus on issues rather than personalities;
  - 3.4.5. These rules may be modified during a meeting by a two-thirds vote or by general consent.
- 3.5. Amendments and Special Points
- 3.5.1. Amendments may be proposed to change the wording of a motion for clarity or improvement;
  - 3.5.2. Amendments must remain germane to the original motion;
  - 3.5.3. A “Point of Order” allows a member to note a procedural error.
  - 3.5.4. A “Point of Information” allows a member to request clarification on a specific question.
- 3.6. Agenda Flexibility
- 3.6.1. Discussion without a formal motion may occur when the topic is not clear, allowing the Board to explore options to build consensus.
4. Open Meetings
- 4.1. Port Moody Public Library Meetings are open to the public.
5. Authority for Closed Meetings
- 5.1. The Board reserves the right to schedule closed meetings and agenda items as may be required in accordance with the procedures and criteria established in section 17 of this policy.
6. Board Chair’s Authority and Participation
- 6.1. The Board Chair shall vote and shall have the same rights and be subject to the same rules for participation and debate as other Board members.

- 6.2. 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.
- 6.3. 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 power of the Chair and is subject to all rules applicable to the Chair.

## 7. Vice-Chair Vacancy

- 7.1. 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.

## 8. Public Submissions

- 8.1. 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 meeting of the Board.

## 9. Special Meetings

- 9.1. The Board Chair or any two members may call a Special Meeting to deal with any matter, by notifying the other members in writing with at least two days' notice specifying the purpose of the meeting.

## 10. Virtual Attendance

- 10.1. Board members may attend meetings virtually using approved teleconferencing or videoconferencing platforms. Virtual attendance is recognized as a valid form of participation and voting, provided that the member is able to fully engage in discussions and decision-making.
- 10.2. While virtual attendance is permitted, the Board encourages in-person participation whenever possible. In-person meetings foster stronger collaboration, clearer communication, and a shared sense of organizational culture and commitment. The Board recognizes that occasional virtual attendance may be necessary due to scheduling conflicts or other constraints, but aims to prioritize in-person engagement as a best practice.
- 10.3. Board members and other attendees are to confirm that no unauthorized individuals are able to listen and/or view while attending a Closed meeting virtually. This will be achieved in part by not having a virtual/blurred background.

## 11. Emergency Decision Making

- 11.1. Should a Board decision be required and it is not possible to call a meeting, the Board Chair or designate may conduct a poll by telephone or email in order to arrive at the decision. The decision shall be ratified at the next Board meeting.

## 12. Agenda Preparation and Distribution

- 12.1. The agenda for each meeting shall be prepared by the Director of Library Services in consultation with the Board Chair. Board members may submit

agenda items up to one week before the board package is distributed. The Director of Library Services 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 be made available to the general public.

12.2. If a member wishes to add an item during the meeting, they need the consent of the Board. For items requiring significant research or preparation, the Chair may request a majority vote before adding them to the agenda.

12.3. Members may request that items be moved from the consent agenda to “New Business” for discussion, preferably before the consent agenda is approved.

### 13. Minutes and Record Keeping

13.1. 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 on the library’s website.

### 14. Meeting Procedures

14.1. Quorum Requirements – A quorum is the minimum number of Board members who must be present at a meeting to make the proceedings valid. The majority of all the members of the Board is a quorum (i.e. five members of a nine-member board represent a quorum).

14.2. Lack of Quorum – If there is no quorum of the Board present within 30 minutes of the scheduled time for a Board meeting, the Director of Library Services or designate must:

14.2.1. Record the names of the Members present, and those absent;

14.2.2. Adjourn the meeting until the next scheduled meeting; and

14.2.3. Place all business on the agenda that is not dealt with at the meeting on the agenda for the next meeting.

14.3. Loss of Quorum – If quorum is lost during a meeting, the meeting will be temporarily recessed, and if not reconvened within 15 minutes, sections 14.2.1., 14.2.2., and 14.2.3. apply.

14.4. Chair Pro Tem – 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 Director of Library Services shall call the meeting to order and a Chair Pro Tem shall be chosen by a resolution of the meeting.

14.5. Voting – Decisions shall be made by majority vote of those members present and voting.

14.6. Rescission of Motions – 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.

14.7. Notice of Motion – 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.

#### 15. Conflict of Interest

15.1. In the event of a conflict of interest, section 53 of the *Library Act* and section 4 of the *Library Board Code of Conduct* policy B8 apply.

#### 16. Delegations to Board Meetings

16.1. Delegation Requests – 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 (Director of Library Services) 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. The subject matter and requested actions must be within the jurisdiction and mandate of the Library Board.

16.2. Late Submissions – Late submissions will not be accepted unless otherwise determined by the Chair of the Board.

16.3. Board Authority – The Library Board reserves the right to refuse a request for delegation appearance.

16.4. Presentation Time – 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.

#### 17. Closed Meeting Procedures

17.1. General Rule – All Board meetings shall be open to the public except when the Board determines that a Closed meeting is necessary for one of the reasons specified in this section.

17.2. Authorized Reasons for Closed Meetings – The Board may close a meeting to the public only when the subject matter being considered relates to or involves one or more of the following:

17.2.1. Personnel Matters – Discussion of the appointment, employment, evaluation, corrective action, or dismissal of library staff, including the Director of Library Services and individuals being considered for appointment or reappointment to the Library Board;

17.2.2. Legal Matters – Discussion of matters that are the subject of legal proceedings or potential legal proceedings, or matters involving solicitor-client privileged communications;

17.2.3. Labour Relations – Discussion of labour relations or other employee relations;

- 17.2.4. Negotiations – Contract negotiations, or negotiations for the acquisition or disposition of library property where disclosure could reasonably be expected to harm the library or municipality’s negotiating position.
- 17.2.5. Personal Information – Discussions involving personal information about an identifiable individual that would constitute an unreasonable invasion of privacy if disclosed publicly;
- 17.2.6. Security of the Library – Discussion of security arrangements, procedures, or systems that could reasonably be expected to jeopardize the security of library property, systems, or individuals if disclosed;
- 17.2.7. Financial Confidentiality – Discussion of financial information or business arrangements where disclosure could reasonably harm the library’s financial or competitive position, or any matter that would cause financial or economic harm to the library;
- 17.2.8. Relations with Public Bodies – Discuss a policy, proposed activity, project, or facility that is in the preliminary stages, and which the Library Board reasonably believes could, if discussed publicly, harm the interests or relationships of PMPL or the City of Port Moody with other public bodies, or negatively affect the relationship between PMPL and the City itself;
- 17.2.9. Donor Relations – Discussion of confidential donor information or fundraising strategies where disclosure could harm donor relationships or fundraising effectiveness.
- 17.2.10. Prohibited under *FOIPPA* – Information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

### 17.3. Procedures for Closed Meetings

- 17.3.1. A motion to move into closed session is typically made in open session and must specify:
  - 17.3.1.1. The general nature of the matter to be discussed, and
  - 17.3.1.2. The specific subsection of section 17.2 that authorizes the closed meeting.
- 17.3.2. The motion to close must be approved by a majority vote of the Board members present.
- 17.3.3. Only Board members and such staff or advisors as the Board deems necessary for the matter under discussion may attend closed meetings.

### 17.4. Conduct During Closed Meetings

- 17.4.1. All persons present during Closed meetings shall maintain the confidentiality of information discussed.

- 17.4.2. Discussion during Closed meetings shall be limited to the specific matter(s) for which the meeting was closed.
- 17.4.3. If the motion to close was made in an open session, the Board shall return to the open session as soon as the confidential matter has been concluded.

17.5. Record Keeping for Closed Meetings

- 17.5.1. Minutes of Closed meetings shall be kept separately from open session minutes and shall be marked as confidential.
- 17.5.2. Minutes of Closed meetings shall be available only to the Director of Library Services, the Deputy Director, members of the Board, and staff assigned to support the meeting, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 17.5.3. The Board Secretary shall record in the open session minutes the specific reason for closing the meeting, the names of all persons present during the closed session, and the time the meeting was closed and reopened to the public.

18. Policy Review and Updates

- 18.1. This policy will be reviewed regularly to ensure ongoing compliance with legal requirements and best practices in library governance. Updates will be communicated to trustees and staff as needed.