

Madawaska Valley Library Policy Manual

Policy Type: Bylaws

Policy Number: BL-02

Policy Title: Composition of the Board

Initial Approval Date: May 30, 2012

Last Review / Revision Date: 2018

Review Date: 2022

Objective

To guide the municipal council's appointment process and the Township of Madawaska Valley Public Library Board's (the Board) appointment of officers.

Scope

Where required, the board adheres to the *Public Libraries Act*, R.S.O. 1990, c. P44 as it relates to its composition.

Section 1: Composition

1. The *Public Libraries Act*, s. 9(1) prescribes a board of no fewer than five (5) members, and gives the municipal council the power to make appointments.
2. The board endorses a board that consists of at least five (5) members, and no more than seven (7) members.
3. In accordance with the *Public Libraries Act*, s. 10(4), municipal council will appoint all board members as new at the first meeting of council in each term.
4. In accordance with the *Public Libraries Act*, s. 10(2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
5. In accordance with the *Public Libraries Act*, s. 10(3), a board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
6. A board member may be re-appointed for one or more terms.
7. A member seeking re-appointment must follow the same process of application for consideration as new candidates to the board.
8. In accordance with the *Public Libraries Act*, s. 13, if any member of the board is disqualified from holding office, the members shall forthwith declare the seat vacant and notify council accordingly.
9. In accordance with the *Public Libraries Act*, s. 12, when a vacancy arises in the membership of the board, the municipal council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, unless the unexpired term is less than forty-five (45) days. The new appointment's term will be concurrent with the term of the board.
10. As per agreement with the Township of Brudenell, Lyndoch and Raglan, its municipal council may appoint a member to the board for the term of the board.

Section 2: Officers

1. In accordance with the *Public Libraries Act*, s. 14-15, the officers of the board are the chairman, the secretary, the treasurer and the Chief Executive Officer (CEO).
2. The board designates a deputy chairman as an officer.
3. In accordance with the *Public Libraries Act*, s. 14(3), the chairman shall be elected at the first meeting in each term.
4. The deputy chairman shall be elected at the first meeting in each term.
5. The board appoints the CEO, who will be secretary and treasurer as allowed by the *Public Libraries Act*, s. 15(5).

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6. If any of the officers steps down, retires or is dismissed during his term, the board must immediately elect or appoint a new officer.

Related Documents:

Policy Number **BL-03:** **Terms of Reference of the Officers**

Public Libraries Act R.S.O. 1994, c .P44