

Bylaws of the Hanover Public Library Board

2015 version, Fully revised.

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Policy Title:	Statement of Authority		
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BL - 01 Statement of Authority

The library board bears legal responsibility for the library by ensuring that it operates in accordance with the **Public Libraries Act**, R.S.O. 1990, c P.44. The purpose of this bylaw is to define the legal authority of the board.

1. In accordance with the **Public Libraries Act** s3(1), the council of the Municipal Corporation of the Town of Hanover established the Hanover Public Library by adoption of municipal bylaw # 71 in April 1906.
2. In accordance with the **Public Libraries Act**, s.3 (3), the Hanover Public Library shall be under the management and control of the Hanover Public Library Board which is a corporation (incorporated in November 1895).

Related Documents:

Public Libraries Act, R.S.O. 1990, s. 3(1) and (3)

Council of the Municipal Corporation of the Town of Hanover, **Bylaw # 71**, 1906

Policy Type:	Bylaws	Policy Number: BL – 02	
Policy Title:	Composition of the Board		
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BL - 02 Composition of the Board

Where required, the library board adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the library board's appointment of its officers.

Section 1: Composition

1. While the **Public Libraries Act**, s. 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the library board endorses a board that consist of at least 7, and no more than 9 members.
2. In accordance with the **Public Libraries Act**, s. 10(4), municipal council will appoint all board members at the first meeting of council in each term.
3. At the discretion of the Hanover municipal council, the Hanover Public Library Board may make recommendations for appointments to council based on a selection process.
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 for 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 the office for the unexpired term, except where the unexpired term is less than forty-five days.

Section 2: Officers

1. In accordance with the **Public Libraries Act**, s. 14-15, the officers of the board are the chair, the secretary, the treasurer and the Chief Executive Officer (CEO).
2. In addition, the library board designates a vice-chair as an officer.
3. In accordance with the **Public Libraries Act**, s. 14(3), the chair shall be elected at the first meeting in a new term.
4. The vice chair shall also be elected at the first meeting in a new term.
5. The library board appoints the CEO, who may be secretary and treasurer as allowed by the **Public Libraries Act**, s. 15(5).
6. The library board appoints individuals as officers in the positions of secretary and/or treasurer at the first meeting in a new term.
7. If any of the officers step down, retires or is dismissed during his/her term, the library board must immediately elect or appoint a new officer.

Related Documents:

Hanover Public Library. **BL 03 – Terms of Reference of the Officers**
Public Libraries Act, R.S.O. 1990, c P44

Policy Type:	Bylaws	Policy Number:	BL – 03
Policy Title:	Terms of Reference of the Officers		
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BL – 03 Terms of Reference of the Officers

The library board elects and appoints officers. The officers must ensure the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure. Only those officers who are appointed Board members may vote on Board business.

The officers are the chair, the vice-chair, the secretary, the treasurer and the Chief Executive Officer (CEO). This bylaw outlines the responsibilities of these officers.

Section 1: Terms of Reference of the Chair

1. In accordance with the ***Public Libraries Act***, R.S.O. 1990, c. P44 s. 14 (3), a board shall elect one of its members as chair at its first meeting in a new term.
2. The term of office for the Chair of the Hanover Public Library Board shall be two years, with an election at the first meeting of the first and third years of the term of the library board.
3. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
4. The chair will:
 - a) preside at regular and special meetings of the library board
 - b) set the agenda in consultation with the CEO
 - c) ensure that business is dealt with expeditiously and help the library board work as a team
 - d) in accordance with ***Public Libraries Act***, s. 16(6), vote on all questions
 - e) act as an authorized signing officer of all documents pertaining to board business
 - f) co-ordinate the CEO evaluation process
 - g) share with the CEO the responsibility for conducting board orientation
 - h) co-ordinate the library board's evaluation process
 - i) represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the library board
 - j) not commit the library board to any course of action in the absence of the specific authority of the library board

- k) advise the vice-chair if the chair is temporarily unable to perform these responsibilities.

Section 2: Terms of Reference of the Vice-Chair

1. The election of Vice-Chair shall take place at the first meeting in the first and third calendar years for the term of the library board.
2. The term of office for the Vice-Chair of the Hanover Public Library Board shall be two years, with an election at the first meeting of the first and third years of the term of the library board.
3. The Vice-Chair will be acting chair for the duration of the absence of the Chair, exercising all powers and performing all duties of the Chair.

Section 3: Terms of Reference of the Secretary

1. The Board and CEO in consultation with each other will decide who will fill the position of secretary.
2. The term of office of the secretary shall be two years, reviewed in the first and third years of the term of the library board
3. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
4. In accordance with the ***Public Libraries Act***, s. 15(3), the secretary will:
 - a) conduct the board's official correspondence
 - b) keep minutes of every meeting of the board
5. In addition, the secretary will:
 - a) prepare the agenda prior to each board meeting, in cooperation with the chair
 - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting
 - c) distribute the minutes to all board members not less than three days prior to the next board meeting.

Section 4: Terms of Reference of the Treasurer

1. The CEO of the Hanover Public Library serves as treasurer to the library board, as allowed by the ***Public Libraries Act***, s. 15(5).
2. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the ***Public Libraries Act***, s. 14(4), the treasurer will:
 - a) receive and account for all the library board's money

- b) open an account or accounts in the name of the library board in a chartered bank, trust company or credit union approved by the board
 - c) deposit all money received on the library board's behalf to the credit of that account or accounts
 - d) disburse the money as the library board directs
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.
 5. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

Section 5: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the ***Public Libraries Act***, s.15(2), the library board appoints the CEO, who shall attend all board meetings.
2. The library board delegates the authority for management and operations of services to the CEO.
3. As an officer of the library board, the CEO:
 - a) acts as the secretary/ treasurer to the library board unless the board appoints other individuals to those positions
 - b) does not vote on board business
 - c) sits ex-officio on all the committees of the library board and acts as a resource person
 - d) assists and supports the library board at the presentation of the library budget before the council
 - e) reports directly to the library board on the affairs of the library and makes recommendations he or she considers necessary
 - f) interprets and communicates the board's decisions to the staff

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44

Hanover Public Library Board. ***BL 02 - Composition of the Board***

Hanover Public Library Board. ***BL 05 - Meetings of the Board***

Hanover Public Library Board. ***GOV-03 Duties & responsibilities of individual board members***

Hanover Public Library Board. ***Terms of reference of Personnel Committee***

Policy Type:	Bylaws	Policy Number:	BL – 04
Policy Title:	Powers and Duties of the Board		
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BL - 04 Powers and Duties of the Board

The library board bears legal responsibility for the Hanover Public Library. The powers and duties of the library board are prescribed in the **Public Libraries Act**, R.S.O. 1990, c. P44, to which this bylaw adheres. The role of the library board is to govern the affairs of the library.

1. In accordance with the **Public Libraries Act**, s. 20, the library board:
 - a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
 - b) shall provide library services in the French language, where appropriate
 - c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
 - d) may operate special services in connection with a library as it considers necessary
 - e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
 - f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
 - g) shall make provision for insuring the board's real and personal property
 - h) shall take proper security for the treasurer
 - i) may appoint such committees as it considers expedient

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44.

Hanover Public Library. **Gov 01 – Purpose of the Board**

Hanover Public Library. **Gov 04 – Committees of the Board**

Hanover Public Library. **Terms of Reference of subcommittees**

Policy Type:	Bylaws	Policy Number:	BL – 05
Policy Title:	Meetings of the Board		
Previous versions:	HPL bylaw 4, 5, 9, 10. (2011)		
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BL – 05 Meetings of the Board

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work – to make decisions, solve problems, educate board members, and plan for the future and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

Section 1: Types of Meetings

1. In accordance with the **Public Libraries Act**, s. 16.1 (2), board meetings will be open to the public unless the subject matter being considered falls within the parameters of the **Public Libraries Act**, s. 16.1(4) as stated in point 5 of this section.
2. In accordance with the **Public Libraries Act**, s. 16(1), the library board shall hold regular meetings once a month at least 10 months each year and at such other times as it considers necessary. Regular meeting time and location will be agreed upon and made available to the public.
3. In accordance with the **Public Libraries Act**, s. 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the library board, in each new 4 year term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council.

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair. The Chair shall assume the chair for the appointment of committee members and trustee representative.

4. In accordance with the **Public Libraries Act**, s. 16(2), the chair or any two members of the library board may summon a special meeting by giving each member reasonable notice in writing or by electronic mail (email), specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
5. In accordance with the **Public Libraries Act**, s. 16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the board
 - b) personal matters about an identifiable individual
 - c) a proposed or pending acquisition or disposition of land by the board
 - d) labour relations or employee negotiations
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the board
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act
6. In accordance with the **Public Libraries Act**, s. 16.1 (5) and (6), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56, if the board or committee of the board is the head of an institution for the purposes of that Act.
- Before holding a meeting or part of a meeting that is to be closed to the public, the library board or committee of the board shall state by resolution:
- a) The fact of the holding of the closed meeting.
 - b) The general nature of the matter to be considered at the closed meeting.
 - c) When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into in-camera session must be moved, seconded and approved by a majority vote. Motions to move in-camera are not debatable.
 - d) At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session.
 - e) A motion to confirm any motions approved during the in-camera session shall be made.
7. Board members may attend library board meetings remotely via teleconference or Internet video conferencing call, subject to technical capabilities.
- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
 - b) A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - i. personal illness or disability; or
 - ii. employment purposes or the business of the public good; or
 - iii. a family or other emergency.
 - c) Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the Secretary so that the equipment can be made ready.
 - d) Meeting minutes will reflect that a member is participating remotely
 - e) The vice-chair chairs the meeting, when the chair of the library board attends the meeting remotely.
 - f) Quorum applies to the members attending in person and remotely.

Section 2: Order of Proceedings

1. Parliamentary authority.

The bylaws of the Board take precedence. In the absence of bylaws, then the rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the proceedings of the library board.

2. Call to order.

- a) Meetings shall be called to order by the chair on the hour fixed for the meeting.
- b) In the absence of the chair, the vice-chair will preside over the meeting.

3. Quorum.

- a) In accordance with the **Public Libraries Act**, s. 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting. A quorum is more than half of the trustees.
- b) Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the library board.
- d) If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the library board that the meeting is cancelled.

4. Attendance at meetings.

5. In accordance with the **Public Libraries Act**, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

- a) consider the member disqualified from the board and notify the appointing council that the seat is vacant, or
- b) consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

6. Agenda.

- a) The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board 'as a whole' do not re-do the work of the employees or of the committees.
- b) The order of business for all regular meetings of the library board shall include:

1. Call to order
2. Approval of the agenda

3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Correspondence
7. Chairperson's remarks
8. Treasurer's report
9. Chief Executive Officer's report
10. Committee reports
11. Other business, including advocacy activities
12. Date of the next meeting
13. Adjournment

7. The Board may include some of these items in a consent agenda.

8. Voting.

- a) All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- b) In accordance to the **Public Libraries Act**, s. 6(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
- c) Upon request of a member, a recorded vote may be taken.

9. Minutes.

- a) Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b) Minutes are approved at the next meeting of the library board and signed by the chair.
- c) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d) Minutes of closed meetings are kept separately and held to be confidential.

Section 3: Chairing the Meeting

The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:

- a) open meetings of the library board by calling the members to order
- b) announce the business before the library board in the order in which it is to be acted upon
- c) receive and submit, in the proper manner, all motions presented by the members of the library board
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
- e) decline to put to vote motions which infringe the rules of procedure

- f) restrain the members, when engaged in debate, within the rules of order
- g) exclude any person from a meeting for improper conduct
- h) enforce the observance of order and decorum among the members
- i) authenticate, by signing, all bylaws, resolutions and minutes of the library board
- j) instruct the library board on the rules of order
- k) represent and support the library board, declaring its will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the library board
- m) ensure that the decisions of the library board are in conformity with the laws and bylaws governing the activities of the library board

Section 4: Board Meeting Ground Rule

The library board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The board members will at the start of the term, set, and agree on, ground rules to guide their deliberations.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

Public Libraries Act, R.S.O. 1990, c. P44, s.14, 16

Robert's Rules of Order Newly Revised (RONR) 11th edition (esp Section 59 Procedure in small boards)

Example ground rules:

<http://getthepicture.ca/a-list-of-ground-rules-for-effective-meetings/>

<http://accountabilityexperts.com/ground-rules-for-productive-meetings/>

Policy Type:	Bylaws	Policy Number:	BL – 06
Policy Title:	Amendment of Bylaws		
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BL – 06 Amendment of Bylaws

Bylaws are the fundamental governing rules of the library board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a board meeting any member can propose a review or an amendment of a bylaw.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.

Related Documents:

Hanover Public Library Board. **BL 05 - Meetings of the Board** Section 2 (6) a.