

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 1 Statement of authority**

Policy type:

Revision date: April 2011

Signature of Chair:



The Hanover Public Library Board is established in accordance with ***the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*** and is under the management and control of the Hanover Public Library Board which is a corporation operating under the authority of the **Act**.

The Hanover Public Library Board recognizes that the **Act** sets out procedures for the appointment of members of the Board, the qualifications of members, term of membership, disqualification of members, and vacancies on the Board.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 2 Purpose of the Board**

Policy type:

Revision date: April 2011

Signature of Chair:



The Hanover Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

The Hanover Public Library Board:

1. bears legal responsibility for the Hanover Public Library.
2. develops and adopts written governance policies for the Board, and approves operation policies of the library.
3. endeavours to understand the library-related needs of the community.
4. determines the goals and objectives of the library and advocates to secure adequate funds to fulfil these goals.
5. sets the dates and times for regular meetings of the Board and the mode of calling and conducting them, and ensures that full and correct minutes are kept.
6. makes provision for insuring the Board's real and personal property.
7. takes proper security for the Treasurer.
8. hires a qualified Chief Executive Officer; implements and terminates their employment agreement, delegates responsibility to the CEO, and monitors his/her performance annually.
9. works with the CEO to prepare a budget adequate to carry out the library's goals and objectives, to be presented to municipal council.
10. ensures that the library is operated in accordance with the ***Public Libraries Act, R.S.O. 1990, chapter P.44.***
11. ensures that all reports required or requested by the Municipal Council or the Government of Ontario are submitted.
12. ensures that annual statistics and audited financial reports are made available to the public.


Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 3 Orientation of members of the board**

Policy type:

Revision date: April 2011

Signature of Chair:



The Chief Executive Officer and Chair of the Board shall ensure that all new Board members, before their first Board meeting, receive an introduction to the library, its facilities, staff and services.

Each Board member shall receive the current ***Library Board Development Kit*** produced by the Southern Ontario Library Service. Local information shall be inserted into this kit, including:

1. the library's by-laws and policy statements
2. guidelines for the position of library trustee
3. the library's current budget
4. the library's latest audited financial statement
5. the names, addresses and telephone numbers of other members
6. a package of materials from the previous meeting (minutes, reports, etc.)
7. Library newsletter
8. *Friends of the Library* information

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 4 Meetings of the board**

Policy type:

Revision date: April 2011

Signature of Chair:



The Chief Executive Officer shall call the **inaugural meeting** of the Hanover Public Library Board upon the confirmation of appointments from the Chief Administrative Officer and a bylaw from the newly elected Municipal Council.

The Secretary (CEO) shall preside and conduct the elections for the position of Chairperson and Vice-Chairperson in accordance with **Robert's Rules of Order** and the **Municipal Act** of Ontario. The Chairperson shall assume the chair for the appointment of committee members and trustee representative.

Election of officers shall take place each year, on the anniversary of the inaugural meeting.

Regular meetings of the Hanover Public Library Board shall be held monthly, ten meetings per year, in the Hanover Civic Centre.

Regular meeting time and location will be decided at the initial meeting each year.

A schedule of meetings will be made available to the public.

The Chairperson or any two members of the Board may summon a **special meeting** of the Board 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.

Despite any other Act, Board meetings shall be **open to the public**, unless the Board moves in camera.

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. 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. A motion to confirm any motions approved during the in-camera session shall be made.

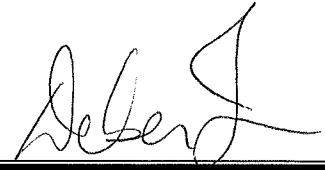
Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 5 Attendance at meetings**

Policy type:

Revision date: April 2011

Signature of Chair:



Regular attendance of all Board members at Board meetings is vital to the satisfactory conduct of Board business. In the event that a member must be absent from any meeting, that member shall notify the Secretary prior to the day of the meeting.

Should a member be absent for three (3) consecutive meetings, the Board shall consider the circumstances of the absence and either

1. notify the Municipal Council that the seat is vacant, or
2. pass a resolution authorizing that person to continue as a Board member until the next meeting.

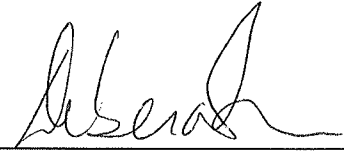
Hanover Public Library BYLAWS

Policy Title: **Bylaw 6 Chairperson of the board**

Policy type:

Revision date: May 2011

Signature of Chair:



The Chairperson of the Hanover Public Library Board acts as an official representative of the library. Chair is to take a leadership role in the Board and ensuring that Board business is dealt with expeditiously in accordance with appropriate legislation.

In addition, the Chairperson is responsible for:

1. Presiding at regular and special meetings of the Board in accordance with the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*** and other relevant legislation, and with the rules of procedure adopted by the Board.
2. Serving as an ex-officio member of all Board committees.
3. Being an authorized signing officer of all documents pertaining to Board business.
4. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
5. Ensuring that vacancies on Board are filled as expeditiously as possible.
6. Advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.

The Chairperson shall not commit the Board to any course of action in the absence of the specific authority of the Board.

The term of office for the Chairperson of the Hanover Public Library Board shall be one year. Election shall take place each year on the anniversary of the inaugural meeting of the Board.

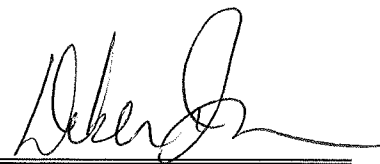
Hanover Public Library BYLAWS

Policy Title: **Bylaw 7 Vice-Chairperson of the board**

Policy type:

Revision date:

Signature of Chair:



In the absence of the Chairperson, the Vice-Chairperson of the Hanover Public Library Board acts as an official representative of the library and takes a leadership role in the Board and ensuring that Board business is dealt with expeditiously in accordance with appropriate legislation.

In addition, the Vice-Chairperson is responsible for:

1. Exercising all powers and performing all duties of the Chairperson, in the absence of the Chairperson.
2. Exercising such powers and duties as may, from time to time, be assigned by the Board

The term of office of the Vice-Chairperson of the Hanover Public Library Board shall be one year. Election shall take place each year on the anniversary of the inaugural meeting of the Board.

Policy Title: **Bylaw 8 Chief Executive Officer of the board**

Policy type:

Revision date: May 2011

Signature of Chair:



The Board shall employ a Chief Librarian who shall be the Chief Executive Officer of the Board but is not a voting member of this Board.

The Chief Executive Officer shall also serve as Secretary-Treasurer of the Board.

The Board shall establish a job description, hours of work, salary and benefits for the position.

The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the Chief Executive Officer.

A committee of the Board shall conduct an annual evaluation of the performance of the Chief Executive Officer to aid in setting personal objectives for the next year.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 9 Order of proceedings**

Policy type:

Revision date: August 2011

Signature of Chair:



Meetings shall be **called to order**, as soon after the hour fixed for a meeting as a quorum is present.

“The presence of a majority of the board is necessary for the transaction of business at a meeting.”

Public Libraries Act R.S.O. 1990 chapter P.44 Section 16(5)

As the Hanover Public Library Board is composed of a minimum **five** members and up to **seven** members, **four or more** members shall constitute a majority of the members of the board. No business of the board shall be transacted except at a meeting at which a majority of the board is present.

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 board.

If notified by a majority of board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.

In the absence of the Chairperson, the Vice-Chairperson shall preside.

The order of business for all regular meetings of the board shall be as follows:

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
12. Date of the next meeting
13. Adjournment

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

All business shall be dealt with in the order of the agenda unless otherwise decided by the Board.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 10 Conduct of proceedings**

Policy type:

Revision date: August 2011

Signature of Chair:



It shall be the duty of the Chairperson of the Hanover Public Library Board to:

1. Open meetings of the Board by calling the members to order
2. Announce the business before the Board in the order of which it is to be acted upon
3. Receive and submit, in the proper manner, all motions presented by the members of the Board
4. Put to vote all motions, which are moved and seconded in the course of proceedings, and to announce the results
5. Decline to put to vote motions which infringe the rules of procedure
6. Restrain the members, when engaged in debating, within the rules of order.
7. Exclude any person from a meeting for improper conduct
8. Enforce the observance of order and decorum among the members
9. Authenticate, by signing, all by-laws, resolutions and minutes of the Board
10. Inform the Board, when necessary or when referred to for the purpose, in a point of order or usage
11. Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
12. Receive all messages and communications and announce them to the Board
13. Appoint members to committees
14. Ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board.
15. Everyone's opinion counts and should be heard
Only one conversation at a time
No phone calls, texting, or interruptions during meetings
Comments on ideas are supportive, rather than judgmental
Everyone will offer insight

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 11 Rules of debate**

Policy type:

Revision date: September 2011

Signature of Chair:



In directing the course of debate, the Chairperson shall:

1. Preserve order and decide questions or order
2. Designate the member who has the floor when two or more members wish to speak
3. State all motions presented or require the Secretary to read the motion before permitting debate on the question
4. Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board.

In addressing the Board, no member shall:

5. Speak beside the question in debate
6. Reflect upon any prior determination of the Board except to conclude such remarks with a motion to rescind such determination
7. Interrupt the member who has the floor except to raise a point of order
8. Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision, in explanation of a statement which may have been interpreted incorrectly, or with permission of the Board after all other members have spoken

Any member may require the question or motion under discussion to be read at any time during the debate.

Every member present, when a question is put, shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to vote in the affirmative.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 12 Motions**

Policy type:

Revision date: September 2011

Signature of Chair:



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1. A motion must be seconded before it can be debated, put to vote or recorded in the minutes.
 2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board.
 3. A motion properly before the Board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege.
 4. Only one motion to amend the main motion shall be allowed.
 5. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the Board.
 6. A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and until the motion for reconsideration has received disposition no further discussion of the question shall be allowed.
 7. A motion containing proposals may be divided with agreement of the Board.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 13 Voting on motions**

Policy type:

Revision date: September 2011

Signature of Chair:



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1. The Chairperson may at their discretion vote with the other members of the Board upon all questions.
 2. Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote.
 3. Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussions of matters before the committee.
 4. A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board.
 5. Voting shall normally be by a show of hands.
 6. Upon the request of a member who was present when the question was stated, a recorded vote shall be taken.
 7. As the CEO is not a member of the Board, the CEO does not cast a vote.

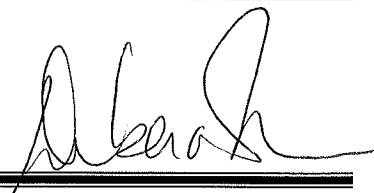
Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 14 Committees of the Board**

Policy type:

Revision date: September 2011

Signature of Chair:



The Board **may**, at the annual meeting, appoint the following standing committees:

1. Finance
2. Personnel
3. Planning and Policy
4. Public Relations

The Hanover Public Library Board shall be responsible for establishing Terms of Reference and specific duties for each of these committees.

At the first meeting of each committee each year, a Chairperson shall be elected from the committee members appointed.

The Chairperson of the Board shall be an ex-officio member of all committees.

Meetings of committees may be called by the Chairperson of the committee or by a majority of the members of a committee.

Committees shall operate with the terms of reference established and approved by the Board. The terms of reference may be amended on a 2/3-majority vote by the Board.

Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 15 Financial year**

Policy type:

Revision date: September 2011

Signature of Chair:



The Financial year of the Hanover Public Library Board shall terminate on the 31st day of December in each year.

Policy Title: **Bylaw 16 Signing officers of the board**

Policy type:

Revision date: September 2011

Signature of Chair:



The Board shall appoint at least three signing officers of the Board, Chair, Vice Chair and CEO.

Policy Title: **Bylaw 17 Bank accounts**

Policy type:

Revision date: September 2011

Signature of Chair:



Bank accounts required for the business of the Board shall be opened in the Board's name by the Treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution.

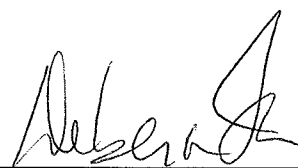
Hanover Public Library Board BYLAWS

Policy Title: **Bylaw 18 Audit**

Policy type:

Revision date: September 2011

Signature of Chair:



The accounts of the Board shall be audited by auditors appointed by the Municipality at the conclusion of each financial year, upon the death, resignation, dismissal or other termination of the Treasurer of the Board, and at such other time as the Board direct.


The Secretary of the Board shall annually receive copies of the Library's audited financial statement from the Municipality, distribute a copy to each Board member and the CEO, and file two copies with the Library's official records.

Policy Title: **Bylaw 19 Amendment of by-laws**

Policy type:

Revision date: September 2011

Signature of Chair:



A motion to amend or remove a by-law of the Hanover Public Library Board shall require a majority vote of at least two thirds of the members in order to be carried, providing that notice shall have been given at the previous meeting of the Board.

Trustees see that LIBRARIES are properly run but don't run them: they make sure that LIBRARIES are well managed but don't manage them.