

DRYDEN PUBLIC LIBRARY BOARD
BY-LAWS

Date of Board motion _____

Date of Review _____

By-Law 1 DEFINITIONS

In the By-laws of the Dryden Public Library Board

- a) "Board" means the Dryden Public Library Board.
- b) "Library" means the Dryden Public Library.
- c) "Chairperson" means the Chairperson of the Dryden Public Library Board.
- d) "Chief Executive Officer" or "CEO" means the Chief Executive Officer of the Dryden Public Library Board.
- e) "Treasurer" means the Treasurer of the Dryden Public Library Board.
- f) "Secretary" means the Secretary of the Dryden Public Library Board.
- g) "Municipal Council" or "Council" means the Council of the City of Dryden.
- h) "Municipality" means the City of Dryden.

By-Law 2

STATEMENT OF AUTHORITY

The Dryden Public Library is established in accordance with the PUBLIC LIBRARYIES ACT, REVISED STATUES OF ONTARIO, 1990, CHAPTER P.44 and is under the management and control of the Dryden Public Library Board which is a corporation operating under the authority of the ACT.

The Dryden Public Library Board recognizes that the ACT sets out procedures for the appointment of members of the Board, the qualification of members, term of membership, disqualification of members, and vacancies on the Board.

By-Law 3

PURPOSE AND RESPONSIBILITY OF THE BOARD

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

The Dryden Public Library Board:

1. Bears legal responsibility for the Dryden Public Library
2. Determines and adopts written policies to govern the operation of the Board and Library
3. Understands the Library-related needs of the community
4. Determines the goals and objectives of the Library and secures adequate funds to fulfill these goals
5. Fixes 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. Appoints a competent and qualified Chief Executive Officer; evaluates and fixes the rate of pay of the CEO, and if necessary, dismisses the CEO
9. Works with the CEO to prepare a budget adequate to carry out the Library's goals and objectives and presents this budget 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. Approves and submits all reports required or requested by the Municipal Council or the Government of Ontario.

By-Law 4

MEETINGS OF THE BOARD

The Chief Executive Officer shall call the INAUGURAL MEETING of the Dryden Public Library Board at the start of each new term upon receipt of the confirmation of appointments from the Municipal Clerk. The inaugural meeting refers to the meeting immediately following Municipal elections for Mayor and Council

Every four years, following Council elections, the Secretary shall preside and conduct the election for the position of Chairperson in accordance with ROBERT'S RULES OF ORDER and the MUNICIPAL ACT of Ontario. The Chairperson shall assume the Chair for the election of Vice-Chairperson and for the appointment of Committee members.

REGULAR MEETINGS of the Dryden Public Library Board shall be held at a time agreed upon by the Board, on the fourth Tuesday of each month from January to June and September to December, unless such day shall be a legal, public or civic holiday, in which case the Board shall meet at the same hour on a date agreed upon at the preceding meeting of the Board. Regular meetings will be held in the Dryden Public Library meeting room.

Board members shall have a package of materials relevant to the regular Board meetings, available in their mailbox, no later than 7 days prior to the regular scheduled meeting, which shall include all materials pertinent to the Board agenda.

Electronic copies may be sent to Board members but this shall not replace a paper copy placed in the Board member's mailbox.

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, 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, except where the Board is of the opinion that intimate financial or personnel matters may be disclosed at a meeting.

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 debateable. 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.

By-Law 5

APPOINTMENTS TO THE BOARD

In accordance with the provisions of the PUBLIC LIBRARIES ACT, R.S.O. 1009, and BY-LAW #2542-97 of the Corporation of the City of Dryden, the Dryden Public Library Board is composed of five members, all being residents of Dryden. One shall be an elected member of Council. These members are appointed by the Municipal Council at the Council's first meeting of each term. If the Council fails to make the appointments at its first meeting, it shall do so at its next regular meeting.

By-Law 6

QUALIFICATIONS OF BOARD MEMBERS

In accordance with the provisions of the PUBLIC LIBRARIES ACT, R.S.O. 1990, a person is qualified to be appointed as a member of the Dryden Public Library Board who is:

1. At least eighteen years old
2. A Canadian citizen
3. A resident of the City of Dryden.
4. Not employed by the Board or by the Municipality.

By-Law 7

TERMS OF MEMBERSHIP

A member appointed to the Dryden Public Library Board shall hold office for a term concurrent with the term of the City of Dryden Council, or until a successor is appointed.

A member of the Dryden Public Library Board may be reappointed for two terms, to a maximum of 8 consecutive years, after which that member may not be reappointed until having been off the Board for at least one year.

The Board acknowledges the importance of having a well-balanced membership. The Board should include a mixture of new members, members with some experience, and members with considerable experience. Such a mixture ensures continuity, stability and a regular infusion of new energy and ideas.

By-Law 8 DISQUALIFICATIONS OF MEMBERS

If a member of the Dryden Public Library Board:

1. is convicted of an indictable offence
2. becomes incapacitated
3. is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution
4. ceases to be qualified for membership under clause 10 (1) (c) of the PUBLIC LIBRARIES ACT, R.S.O. 1990
5. otherwise forfeits his or her seat
6. The member's seat becomes vacant and the remaining members shall immediately declare the seat vacant and notify the City of Dryden Council accordingly.

By-Law 9

VACANCIES ON THE BOARD

When a vacancy arises in the membership of the Dryden Public Library Board, City of Dryden Council shall, in accordance with the provisions of the PUBLIC LIBRARIES ACT, R.S.O. 1990, promptly appoint a person to fill the vacancy and hold office for the unexpired term, except where the unexpired term is less than forty-five days.

When a vacancy occurs, the Dryden Public Library Board shall promptly notify the City of Dryden Council of the necessity of publishing a notice according to the provisions of the PUBLIC LIBRARIES ACT, R.S.O. 1990.

The Dryden Public Library Board shall also provide the Council and any interested individuals written guidelines for the position of Library trustee and other related information as required.

By-Law 10

ORIENTATION OF NEW MEMBERS

The Chief Executive Officer 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 TRUSTEE TRAINING KIT produced by the Library Trustee Development Program, or similar material as available. 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. A package of materials from the previous six months of Board meetings (minutes, reports, etc.)
6. The Library's current and previous Strategic Plan.

By-Law 11

ELECTIONS OF OFFICERS

1. If more than one person has been nominated, the Chairperson shall be elected by secret ballot.
2. Should no member receive a clear majority, the Secretary shall so declare and balloting shall proceed, with the member receiving the smallest number of votes being dropped.
3. Following election of the Chairperson, he/she shall assume the Chair and call for nominations for Vice-Chairperson.

If the Chairperson is not present, the Secretary shall call for nominations for Vice-Chairperson and the election for Vice-Chairperson shall be conducted in the same manner as for Chairperson.

By-Law 12

TERMS OF REFERENCE FOR THE CHAIRPERSON OF THE BOARD

The primary role of the Chairperson of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Chairperson is responsible for:

1. Presiding at regular and special meetings of the Board in accordance with the PUBLIC LIBRARIES ACT, R.S.O. 1990, CHAPTER P.44 and other relevant legislation, and with the rules of procedure adopted by the Board.
2. In the absence of specific authority, not committing the Board to any course of action.
3. Serving as an ex-officio member of all Board committees.
4. Acting as one of the authorized signing officers of all documents pertaining to Board business.
5. Representing the Board, alone or with other members of the Board at any public or private meeting for the purpose of conducting, promoting or completing the business of the Board.
6. Determining the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board.
7. Ensuring that vacancies on Board committees are filled as expeditiously as possible.
8. Advising the Vice-Chairperson, if for any reason the Chairperson is temporarily unable to perform these functions.
9. The term of office for the Chairperson of the Dryden Public Library Board shall be four years. The election shall take place at the Inaugural meeting of the Board.

By-Law 13

TERMS OF REFERENCE FOR THE VICE-CHAIRPERSON OF THE BOARD

In the absence of the Chairperson, the Vice-Chairperson of the Dryden Public Library Board acts as an official representative of the Library, and ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

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 Dryden Public Library Board shall be four years. The election shall take place at the Inaugural Meeting of the Board.

By-Law 14

CHIEF EXECUTIVE OFFICER OF THE BOARD

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

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

By-Law 15

CHIEF LIBRARIAN AS CHIEF EXECUTIVE OFFICER

Whereas SECTION 15 (2) of the PUBLIC LIBRARIES ACT, R.S.O. 1990, C. P. 44 provides that the Board shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all Board meetings and shall have the other powers and duties the Board assigns to him or her from time to time.

And whereas in most organizations the Chief Executive Officer is employed under contract to devote full time to his or her work as administrative officer and general manager of the organization.

Now therefore the Dryden Public Library Board enacts as follows:

1. That the Board shall employ a Chief Librarian who is deemed to have knowledge, skills, ability, and experience needed to perform the duties of Chief Librarian successfully.
2. That the Chief Librarian is the Chief Executive Officer of the Board and has general supervision over and direction of the operations of the Library and the Library staff, and shall perform such other duties as from time to time may be conferred upon or assigned by the Board, without limiting the following:
 - a) Shall inform the Board as to all appointments to, and all promotions in, and removals from the staff of the Library.
 - b) Shall, together with the Chairman of the Board, represent the Board before the appointing Council and during meetings with the Mayor and Council.
 - c) Shall report monthly to the Board on the affairs of the Library and make such recommendations as deemed necessary.

By-Law 16

JOB DESCRIPTION OF THE CHIEF EXECUTIVE OFFICER

Reporting to the Dryden Public Library Board, the Chief Executive Officer of the Library is responsible to the Board for the administration, organization and planning of all Library operations and services in accordance with policies established by the Board; advises the Board and makes recommendations concerning new policies and services and serves as Secretary-Treasurer to the Board.

DUTIES AND RESPONSIBILITIES:

I. As Chief Executive Officer

According to the PUBLIC LIBRARIES ACT, R.S.O. 1990, C. P. 44, section 15 (2): "A Board shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all Board meetings, and shall have other powers and duties that the Board assigns from time to time."

Policy

1. Carries out Board policies and directives.
2. Advises the Board on matters of policy. Recommends policies to meet the goals and objectives of the Library and to meet the needs of the community in terms of Library services and facility.
3. Ensures adequate supplies, furnishing and equipment are procured.
4. Selects and acquires materials for the Library collection.
5. Ensures that the collection is properly maintained and organized and that an effective collection control system is in place.
6. Prepares and presents a monthly report of the Library's activities, monthly statistics, and items of concern or interest.

Personnel

1. Hires, promotes and dismisses staff.
2. Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline and dismissal of staff, in accordance with provincial and federal legislation and Board and City of Dryden policy.
3. Recommends compensation levels and salary administration to the Board.
4. Advises the Board on staffing requirements.
5. Acts as a liaison between staff and Board.
6. Prepares work and vacation schedules and authorizes leaves of absence.

Finance

1. Directs the financial administration of the Library to ensure cost-effectiveness of services and operations.
2. Prepares and administers the annual operating and capital budgets of the Library and provides the Board with financial statements and other financial reports as required.
3. Serves as a signing officer of the Board.
4. Makes applications for and administers special grants.

Public Relations

1. Plans, coordinates and conducts an on-going public relations programme to inform the public about the Library and its services.
2. Acts as a liaison with other community organizations.
3. Deals with patron's suggestions, problems and complaints.

Other

1. Oversees the operation and maintenance of the Library's physical facilities and capital equipment.

2. Keeps abreast of new developments in the field of librarianship.
3. Acts as a liaison with the Ontario Library Service and the Ministry of Citizenship, Culture and Recreation.

II. As Secretary to the Board

1. Performs the duties of Secretary to the Board in accordance with the current PUBLIC LIBRARIES ACT.
2. Conducts the Board's official correspondence.
3. Keeps minutes of every meeting of the Board and its committees and ensures distribution of the minutes in accordance with Board policy.
4. Prepares meeting agendas, in consultation with the Board or committee chairperson.
5. Notifies the Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made.
6. Maintains files of Library records and correspondence.

III. As Treasurer to the Board

1. Performs the duties of Treasurer to the Board in accordance with the current PUBLIC LIBRARIES ACT.
2. Receives and accounts for the Board's money.
3. Ensures that all money received on the Board's behalf is deposited.
4. Disburses the money as the Board directs. Receives and pays all bills and maintains financial records.

By-Law 17

COMMITTEES OF THE BOARD

Duties of Committees

The PURPOSE of the committee is to facilitate the conduct of the business of the Board. The committees review all materials referred to them by the Board, prepare reports and recommendations in their areas to be presented to the Board, and recommend items for budget inclusion which they wish carried forward in the next year.

The Board may, at any regular meeting, appoint the following standing committees:

- a) Finance
- b) Property
- c) Planning and Policy
- d) Public Relations
- e) Personnel

At the first meeting of each committee, a Committee Chairperson shall be elected from the committee. The Chairperson of the Board shall be an ex-officio member of all committees.

The committee shall consist of a chairperson, at least two (2) members at large, the Board Chairperson (ex-officio), the CEO (ex-officio), and other staff members when appropriate.

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 within the terms of proceedings established and approved by the Board. The terms of reference may be amended on a majority vote by the Board.

Ad-hoc committees may be appointed to deal with specific, non-regular items of business.

By-Law 18

FINANCE COMMITTEE TERMS OF REFERENCE

The Finance Committee shall consist of at least two (2) Board members, the CEO, and the Chairperson (as ex-officio).

The Finance Committee shall commence meetings in September of every year to produce a draft operating and capital budget to be present to the Board at the November regular Board meeting.

The Finance Committee will meet as necessary until the budget is accepted and approved by City of Dryden Council and no further revisions are needed.

Following the completion of the operating and capital budget for the upcoming year, the Finance Committee will continue to meet, as required, when issues regarding finance arise that warrant a meeting.

By-Law 19

PROPERTY COMMITTEE TERMS OF REFERENCE

The Property Committee, consisting of at least two (2) members of the Board, the CEO and the Chairperson (as ex-officio) is charged with presenting solutions and recommendations to the Board concerning any of the following:

- Issues relating to the building housing Dryden Public Library, including maintenance affecting safe operation of the facility as well as enjoyment of the building by patrons on a regular uninterrupted basis.
- Concerns regarding space and facility requirements must be dealt with by the Property committee.
- Any other issues pertaining to building, grounds and/or maintenance, enjoyment of, and future facility needs of the Dryden Public Library will be addressed by the Property Committee.

By-Law 20

PLANNING AND POLICY COMMITTEE TERMS OF REFERENCE

The planning and Policy Committee is responsible to the Dryden Public Library Board for making recommendations to the Board concerning Board policy and planning.

The Planning and Policy Committee shall consist of the Chairperson of the Board (ex-officio), at least two other Board members, and the CEO as non-voting secretary and advisor to the Committee.

Specific duties are as follows:

1. Recommend rules of conduct and procedure (by-laws) for the Board
2. Assess the Board's mission statement, goals and objectives and make recommendations for revision and change
3. Regularly assess current Board policy in relation to the Library's mission statement and goals and objectives and make recommendations for revision and change
4. Assess client needs in the community served by the Library through the preparation and implementation of a community needs assessment study
5. Assess the services of the Dryden Public Library in light of assessed client needs and make service and budget recommendations to the Board
6. Recommend, to the Board, planning processes as required to ensure that changing client needs are continually taken into account and, at the Board's direction, develop, oversee, and evaluate such planning processes
7. Recommend rules and regulations governing use of the Library by the community and appropriate open hours for serving the community.

The CEO shall attend all meetings of the Committee and record the minutes.

The Committee shall report its findings and recommendations at the meeting of the Board directly following each meeting of the Committee.

By-Law 21

PUBLIC RELATIONS COMMITTEE TERMS OF REFERENCE

The Public Relations Committee shall consist of at least two Board members, the CEO, and the Chairperson (as ex-officio).

The Public Relations Committee will meet as required in order to plan the Annual Dryden Public Library Board Open House, held during Ontario Public Library Week, the third week of October.

The Public Relations Committee shall also meet if an issue arises relating to public relations in which the CEO requires a Board effort.

By-Law 22

PERSONNEL COMMITTEE

The Personnel Committee will be composed of the Chairperson of the Board, and the Vice-Chairperson of the Board.

The Personnel Committee will be responsible for performing the Pay for Performance annual review according to the City of Dryden guidelines and timelines and for present results to the Board. Bi-annual meetings to review Goals and Objectives with the CEO will be called by the Personnel Committee.

By-Law 23

BOARD MEETINGS – ORDER OF PROCEEDINGS

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, C. P.44 Section 16 (5)

As the Dryden Public Library Board is composed of five members, three 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.

Where a QUORUM is not present within thirty minutes after 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.

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 from the minutes
6. Correspondence
7. Treasurer's report
8. Chief Executive Officer's report
9. Committee reports (if applicable)
10. Planning
11. New business

12. Date and time of the next meeting

13. Health and Safety

14. Question Period

15. Adjournment

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

By-Law 24

DELEGATIONS TO BOARD MEETINGS

Any person or organization wishing to appear as a delegation before the Board shall submit a written request to the attention of the Secretary of the Board (CEO) no less than 10 days prior to the regular monthly meeting of the Board. The request must indicate the subject matter and particulars upon which the delegation wishes to make the presentation.

In the case where a delegation will be appearing at a Board meeting, the regular order of business will be revised and the delegation will make their presentation immediately following order of business item: Declaration of Conflict of Interest.

By-Law 25

ATTENDANCES AT MEETINGS

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 motion authorizing that person to continue as a Board member until the next meeting.

By-Law 26

CONDUCTS OF PROCEEDINGS

It shall be the duty of the Chairperson of the Dryden 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 debate, 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 resolutions 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
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 conform to the laws and by-laws governing the activities of the Board.

By-Law 27

RULES OF DEBATE

In directing the course of debate, the Chairperson shall:

1. Preserve order and decide questions of 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:

1. Speak beside the question in debate
2. Reflect upon any prior decision of the Board except to conclude such remarks with a motion to rescind the decision
3. Interrupt the member who has the floor except to raise a point of order.
4. 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 so desiring 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 unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to have voted in the affirmative.

DECORUM

No member shall:

- a) Disturb another member or the Board by any disorderly deportment
- b) Resist the rules of the Board, or disobey the decision of the Chairperson or of the Board on questions of order or practice, or upon the interpretations of the rules of order of the Board

- c) Speak until he/she has addressed himself/herself to the Chairperson
- d) Return to the Board meeting after being ejected by the Chairperson for improper conduct without making apology and without the consent of the Board expressed by a majority vote of the members present, determined without debate.

By-Law 28

RULES OF PROCEDURE FOR MEETINGS

1. Motions

A motion must be moved and seconded in written form and be read to the Board by the Chairperson before the subject matter is open for debate. Only one motion may be before the Board at one time.

2. Speaking to a Motion

a) NO member of the Board shall speak unless recognized by the Chair and invited to do so. Exceptions to this rule are noted under “points of order.”

b) All members shall address the Chair when speaking and not address other members of the Board or other persons present directly.

3. Withdrawal of Motion

A motion may be withdrawn by the mover. Courtesy normally expects that the mover will ask permission of the seconded, but this is not strictly necessary.

4. Amendments

a) An amendment to a motion must fall within one of the following categories:

- i. The deletion of certain words.
- ii. The addition of certain words.
- iii. The deletion of certain words and the substitution of others in their place.

b) Amendments must be relevant to the subject matter of the main motion.

c) An amending motion which would nullify the main motion is not an amendment and cannot be introduced.

d) There cannot be more than one amendment before the meeting at one time but amendments are themselves subject to further amendment (normally called amendments to amendments, or sub amendments). When any amendment to an amendment or amendment has been accepted or rejected another amendment is allowed to be introduced, provided that it is different in purpose from those previously decided that meeting.

e) Voting is as follows:

- i. On the amendment to the amendment.
- ii. On the amendment.
- iii. On the motion, if the amendment has been defeated or on the motion as amended, if

the amendment has been carried.

5. Point of Order

Only on a point of order or privilege may a member interrupt the speaker. If a member feels that improper language has been used, irrelevant argument introduced or a rule or procedure broken, the member is entitled to “rise to the point of order,” interrupting the speaker. The point of order must be stated definitely and concisely. The Chairperson shall decide the matter without debate, though he/she may ask opinions. The Chair should state his/her ruling authoritatively. His/her ruling may be appealed by the member who has risen to the point of order. If appealed, the Chairperson states his/her decision and the point of appeal, which is not debatable: “Shall the decision of the Chair stand as the judgement of this meeting?” A simple majority determines the issues. This merely settles a point of procedure and is not a vote of confidence in the Chairperson.

6. Question of Privilege

If a member feels that a statement reflects on his reputation or that of the Board or the committee, he is entitled to raise a “question of privilege” the procedure is the same as for a point of order.

7. Point of Information

While a speaker has the floor, without his permission, questions may be asked or relevant factual information given. These “points of information” have no special status, however, and the speaker is under no obligation to allow them.

8. Adjournment

A motion to adjourn may be moved at any time, even when a main motion is being debated or even when the Chairperson has called for the vote on a motion. It is not debatable except if it is sought to adjourn to a time other than the regular meeting time, when discussion is permitted on that point only. The motion requires a simple majority and, if passed, the meeting ends; if rejected, business continues.

9. Special Motions

The following special motions are recognized. They may not interrupt a speaker:

- a) To Take a Recess. (This is debatable as to time only and may not interrupt a debate in progress.)
- b) To Lay on the Table. (This is not debatable. It takes precedence over all other business except the main motion currently under debate.)
- c) To Take From the Table. (This is not debatable. It takes precedence over all other

business except the main motion currently under debate.)

d) To Limit or Extend the Limits of a Debate. (This is not debatable and is in order during the discussion of any motion.)

e) To Postpone to a Definite Time. (This is debatable both as to the propriety of postponement and as to the time of postponement. It takes precedence over all other business, including main motions under discussion and questions of privilege.)

10. Voting

a) Each member of the Board is entitled to one vote. The Chairperson may vote with other members of the Board upon all questions.

b) Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote.

c) 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.

d) Voting shall normally be by a show of hands, unless the by-laws require otherwise, or a vote by ballot is demanded by any member. The Chairperson shall record "Carried" or "Not Carried" as the case may be on the motion form and sign it. Any member wishing to have his/her negative vote or abstention recorded in the minutes shall so inform the Chairperson immediately after the vote has been taken and the Chairperson will so instruct the Secretary.

e) Unless these bylaws require otherwise, a simple majority by the members present shall be sufficient to carry a motion.

11. Parliamentary Rules

The Chairperson of the meeting shall conduct the proceeding in conformity with the by-laws and Rules of Procedure enacted by the Board and in all cases not provided for, "Robert's Rules of Order," latest edition, shall be observed in conducting the business of the Board.

By-Law 29

CONFLICT OF INTEREST

Any member of the Dryden Public Library Board who has a pecuniary interest, either personally or through the member's family, in a matter under consideration by the Board shall, at the first opportunity, disclose the nature of that conflict to the Board.

Any member who has declared a conflict of interest shall refrain from voting on or participating in the matter in any way (and in meetings not open to the public, remove him or herself from the meeting room) and shall refrain from and attempt to influence the voting on the matter in question.

No member shall disclose confidential information obtained as a result of the member's appointment unless legally required to do so, nor shall such information be used for personal benefit.

Every disclosure of interest shall be recorded in the minutes of the meeting by the Secretary of the Board.

By-Law 30

MINTUES OF MEETINGS

The Secretary shall keep accurate minutes of each meeting of the Board and make available the draft minutes to all Board members at least one week in advance of the next regular Board meeting.

The draft minutes of each meeting shall be approved, or amended and approved, at the next regular meeting of the Board.

An approved draft of the minutes of each meeting shall be filed by the Secretary with the Library's permanent records.

By-Law 31

FINANCIAL YEAR

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

By-Law 32

SIGNING OFFICERS OF THE BOARD

The main signing officers shall be the Chairperson, the Vice-Chairperson, and the CEO. The Board may appoint such other signing officers as circumstances warrant.

By-Law 33

PRIOR APPROVAL OF EXPENDITURES

The Board shall give prior approval to each capital expenditure in excess of five thousand dollars which has not been explicitly approved in the budget.

By-Law 34

REIMBURSEMENT OF EXPENSES

The Dryden Public Library Board shall, upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the Board, with the exception of attending regular and special meetings held within City of Dryden limits.

By-Law 35

AUDIT

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 shall 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.

By-Law 36

MEMBERSHIP IN ASSOCIATIONS

Recognizing that regular contact with other library trustees, librarians, and the library community at large benefits the work of the Board, the Board shall make provision in its budget estimates for:

1. Annual fees for membership of all Board members in the Ontario Library Trustees Association, and the Federation of Ontario Public Libraries, and for the CEO in the Ontario Public Library Association.
2. All reasonable expenses, including travel, accommodation, and such other out-of-pocket expenses as may be incurred for two Board members, the CEO, and staff as the budget allows, to attend the annual Ontario Library Association conference.

By-Law 37

STATEMENT OF LIABILITY

Every member of the Board and the CEO and their heirs, executors and administrators of estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Board, from and against:

1. All damages, costs, charges and expenses whatsoever which a member or the CEO sustains and incurs in or about any action, suit, or proceeding which is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in good faith, in or about the execution of the duties of his or her office.
2. All reasonable expenses which he or she incurs in good faith occasioned in the ordinary course of business for the Board while acting in relation to the affairs of the Board.

By-Law 38

AMENDMENTS OF BY-LAWS

A motion to amend or remove a by-law of the Dryden 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.

The Planning and Policy Committee of the Board will review all by-laws every three years, and make such recommendations to the Board as is deemed necessary.