POLICY

Policy Type: **Board** **Policy Number:** **01-03**
Policy Title: **Organization**

Organization:

1.1 The first meeting of a new Board shall be called as early as possible in January of the first year of the term of a new Council at the time and place established by the Board at a regular meeting of the Board in the prior year.

1.2 The Chief Executive Officer and Secretary-Treasurer - appointed by Council under the provisions of By-Law 113-85 (hereafter referred to as the C.E.O.) shall call the Board to order and read the names of those appointed.

1.3 The C.E.O. shall conduct an orientation for new members between the date of Council's appointment and the first meeting of the new Board.

1.4 In the second and third year of the term, a nominating committee may be appointed at the December meeting of the previous year. If required, the committee shall present a slate of officers and committee members for election at the January meeting.

1.5 Should the position of Chair of the Board be declared vacant for whatever reason, the Vice-Chair shall assume that office for the unexpired term. Should the office of Vice-Chair be declared vacant for any reason, a new Vice-Chair shall be elected.

1.6 The Board may make appointments to such bodies as may from time to time be considered necessary. Appointees shall be eligible for reappointment.

1.7 It is the responsibility of each trustee to become familiar with the Public Libraries Act governing the Board, as well as the By-Laws and Policies of this Board.

Approved Date: January 16, 2019
Supercedes Date: October 15, 2014
Review Date: October 2022
Reference: Library Board Meeting, January 16, 2019