

- g. A matter in respect of which a board or committee of a board may hold a closed meeting under another Act

- 1.6. In accordance with the **Public Libraries Act**, section 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 Protect of Privacy Act**, R.S.O. 1990, chapter 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

2. Order of Proceedings

- 2.1. Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order: Newly Revised** shall govern the proceedings of the library board in cases where there are no bylaws of the board in place

- 2.2. Call to Order

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

- 2.3 Quorum

- a. 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.
- b. 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.
- c. 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.

- 2.4 Attendance at Meetings

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

2.5 Agenda

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

- a. Call to order
- b. Adoption of Agenda
- c. Declaration of Interest
- d. Minutes of previous meeting(s)
- e. Matters arising from the Minutes
- f. Reports from Staff and Other
- g. Report of Standing Committees
- h. Correspondence
- i. Policies
- j. Other business
- k. Motion for Adjournment

Notwithstanding the above, the Chair may, at their discretion, change the order of business should the necessity arise.

2.6 Voting

- a. All motions at board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast.
- b. 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
- c. In accordance with the **Public Libraries Act**, s. 16(6), the chair or acting chair of the board may vote with the other members of the board on all questions. Any question on which there is an equality of votes shall be deemed to be negative.

2.7 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.

2.8 Delegations

- a. A person or delegation wishing to appear before the Board shall notify the Secretary and/or Chair in writing at least seven (7) calendar days before the meeting date.
- b. The notification should include the subject being addressed, the organization or interested parties to be represented and the authority of the spokesperson.
- c. The length of delegation presentation (s) shall be limited to a total of 10 minutes.

2.9 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

2.10 Board Meeting Ground Rule

The library board values a diversity of opinions and strives to set an environment conducive to exploring ideas.

Related Documents:

- ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, chapter M56
- ***Public Libraries Act***, R.S.O. 1990, chapter P44, section 14 and section 16.1
- ***Robert's Rules of Order New Revised*** (RONR)

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