

Meetings of the Board

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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, 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. chapter P.44 (the Act).

Section 1: Board Meeting Ground Rule

1. 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 upon, ground rules to guide their deliberations

Section 2: Types of Meetings

1. In accordance with the Public Libraries Act, section 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, section 16.1(4) as stated in point 6 of this section of this by-law.
2. In accordance with the Public Libraries Act. section 16(1), the library board shall at least seven regular meeting in a year and at such other times as it considers necessary. While a library board may have standing committees, the Port Colborne Public Library will meet “as a whole” and only use ad hoc committees, as necessary, for special purposes.
3. In accordance with the Public Libraries Act, section 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall 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.

4. In accordance with the Public Libraries Act, section 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, 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, section 6.1(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, section 16.1 (5) and (6), a meeting will 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, 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 will 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

Section 3: Meeting Location and Times

Regular board meetings will normally be held at the Port Colborne Public Library on the first Wednesday of each month from January to June, September to December, or at the call of the chair. Meetings will normally commence at 6:00 pm.

A schedule of all regular board meetings will be distributed to the board at the first regular meeting of each new year, in print or electronically.

Section 4: Time Limit for Meetings

When at any meeting of the Board, the hour of 8:00 p.m. will be reached, the chair will declare the meeting adjourned and leave the chair, unless the board by resolution unanimously determines otherwise.

Section 5: Inaugural Meeting Procedure

1. In accordance with the Act, section 14(1), the first meeting will be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. The inaugural meeting will be held as soon as possible after the appointments are made by Council. At this first meeting, the CEO oversees the elections of the officers.
2. The elections begin with the election of chair as follows:
 - a) Temporary chair – The CEO will chair the meeting pending the election of a chair.
 - b) The order of business at an inaugural meeting following a municipal election will be as follows:
 - i. CEO's remarks
 - ii. formal receipt of the names of the persons appointed to the board for that term
 - iii. election of a chair of the board
 - iv. election of a vice-chair of the board
 - v. regular meeting of the board
 - c) Election of chair – The CEO will conduct the election for the office of chair of the board, as follows:
 - i. The CEO will call for nominations, which will be made orally by being duly moved and seconded.
 - ii. The CEO will ask if there are any further nominations. If there are none, the CEO declare nominations closed.
 - iii. After nominations are closed, the CEO will ask each nominee whether the nominee consents or declines to stand for election.
 - iv. Where only one person is nominated and consents to stand for election, the CEO will declare that member duly elected by acclamation.

- v. Where more than one person is nominated and consents to stand for elections, a vote will be taken by ballot and the member receiving a simple majority of the votes cast by the members present will be deemed elected.
 - vi. In the event that more than two members stand for election to the position and none of the candidates receives a majority on the first ballot, the candidate (or candidates in the case of a tie) receiving the least number of votes will be dropped from the ballot and a second vote will be held for the remaining candidates. This procedure will be repeated, dropping the candidate receiving the least number of votes on each ballot, until one candidate receives a majority.
 - vii. In the case of an equality of votes on the final ballot, a second vote will be cast in an attempt to break the tie. If this second ballot is also a tie, the candidates will draw lots for the position.
- d) Election of vice-chair – The chair will then take the chair and will conduct the election for the office of vice-chair of the board, following the same order of procedure as that laid out for the election of chair.

Section 6: Closed Meeting Procedure

1. In accordance with the Public Libraries Act, section 16.1(6), when the Board determines that matters should be dealt with in the absence of the public, the request will be in the form of a motion “that the Board move into closed session to discuss [state the general nature of the matter to be discussed].”
2. In accordance with the Act, section 16.1(7)(8), a closed session will be ended by a resolution that the regular meeting be resumed and that the board rise with (or without) report. A motion to ratify any motion approved during closed session will then be made without further debate in the open meeting.
3. The proceedings of a closed session should not be entered in the minutes but the fact that the Board went into closed session and the general nature of the business discussed should be noted.
4. The rules governing the procedure of the board and conduct of members will be observed for closed sessions so far as they are applicable.

Section 7: Attending Meetings Remotely

1. Under the Public Libraries Act, board members may attend library board meetings remotely via teleconference or Internet video conferencing calls or software. **Ontario public library boards operate under their own legislation, the Public Libraries Act administered by the Ministry of Sport, Culture and Tourism, and within this framework are allowed remote participation with participating board members counting for quorum and having a vote on any issue.**
Section 238(1) of the Municipal Act states that "local boards does not include police service boards or public library boards" as these local boards have their own legislation and different rules about their meetings.
2. 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.
3. 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:
 - a) personal illness or disability
 - b) employment purposes or the business of the public good
 - c) a family or other emergency
4. 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.
5. Meeting minutes will reflect that a member is participating remotely.
6. If the chair of the library board attends the meeting remotely, then the vice-chair chairs the in-person meeting.
7. Quorum applies to the members attending in person and remotely.
8. Technology used for a remote meeting must enable verification of the identity of each participating board member and allow for live, real-time board meeting participation.

9. The meeting must be advertised to the public ahead of time and provide instructions for the public how to join the meeting.
10. The public must be enabled to interact with board members and to ask questions in real-time, even in a moderated fashion such as through comments or chat function.
11. Closed session items should be left to the end of the meeting, giving public attendees notice at the outset that this will be occurring. Alternatively, the board may hold two meetings: one regular (with the public) and one closed (without the public).

Section 8: Order of Proceedings

1. Rules of Order/Parliamentary Authority

The rules of order to be observed at meetings of the board and its committees will be in accordance with Section 8 of this by-law. In all cases for which a by-law or policy statement does not exist, Bourinot's Rules of Order will be the authority. Matters not governed by this policy or dealt with in Bourinot will be decided by a majority vote of the Board.

2. Call to Order

Meetings will 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.

3. Quorum

1. In accordance with the Public Libraries Act, section 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.
2. The chair is included in the quorum.
3. When the number of voting members is disabled by conflict of interest from participating in the meeting such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members will be deemed to constitute a quorum providing they are not fewer than two. (Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50, s. 7(1))

4. If a quorum is not present within 15 minutes after the time appointed for the meeting to convene, or at any other time during a meeting, the secretary will record the names of the members then present, the meeting will be adjourned, and the chair will set a date for the meeting to reconvene.
5. Nothing in the foregoing will 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 of a regular meeting of the board or by an electronic poll of all missing board members needed to obtain the necessary quorum.
6. If notified by a majority of board members of their anticipated absence from a meeting, the secretary will notify all members of the library board that the meeting is cancelled.

4. Attendance at Meetings

1. The names of the members in attendance at each meeting of the board will be recorded by the secretary.
2. The secretary will be notified by any board members in the event of any anticipated absence from a meeting as far in advance of the meeting as is possible. If so notified by a majority of the members, the secretary will notify all members that the meeting is cancelled.
3. In accordance with the Public Libraries Act, section 13, should a member be absent for three consecutive meetings, the board will consider the circumstances of the absence and either:
 - 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

5. Agenda

1. 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.

2. The chair prepares the meeting agenda with the assistance of the secretary of the board and approves the agenda for distribution to the board
3. Agendas will be delivered to board members electronically where possible and practical, together with the minutes of the previous meeting prior to the meeting.
4. The order of business for all regular meetings of the library board will be as follows:
 1. Call to order
 2. Land Acknowledgement
 3. Disclosures of Interest
 4. Approval of the agenda
 5. Minutes of the preceding meeting
 6. Business arising from the minutes
 7. Tabling of the board information package which shall include: Consent Items, correspondence, financial reports, Chief Executive Officer's report, Committee reports, monitoring of the library's strategic plan, policy review
 8. Motions
 9. Notice of Motions
 10. Roundtable Board Members' Items: report on advocacy activities
 11. Other business
 12. Confidential Items
 13. Date of the next meeting
 14. Adjournment

6. Minutes

1. Minutes will be recorded by the secretary of the board.
2. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
3. Minutes are approved at the next meeting of the library board and signed by the chair.
4. Minutes (excluding closed session minutes) are public documents and will be made available to the public.

5. A copy of the approved minutes will be distributed to the municipal clerk and also posted on the library's website.
6. Minutes of closed meetings are kept separately and held to be confidential.

7. Voting

1. All motions at board meetings, except those approving or amending the by-laws, are decided by a majority of votes cast.
2. A motion to add, amend or remove a by-law shall require a majority vote of at least two thirds of the members to be carried.
3. 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 upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
4. Any member may require the question or motion under discussion to be read at any time during the debate.
5. In accordance with the Public Libraries Act, section 16.1 (6), any motion on which there is a tie vote will be deemed to be lost.
6. A member may request that a separate vote be taken upon each proposal contained in a question divided.
7. Voting will normally be by a show of hands.
8. Voting for elections will be by secret ballot.
9. Members refusing to vote are deemed to vote in the negative.
10. The yeas and nays will not be recorded upon any question except upon the request by any member, made before the matter is put to the vote.
11. Vote is taken when the chair decides.
12. In accordance with the Public Libraries Act, section 16.1(8), meetings will not be closed to the public during the taking of a vote.

8. Rules of Debate

1. Members should address the chair, not each other.
2. In accordance with the Public Libraries Act, section 16(1)(3), in directing the course of debate, the chair will:
 - a) preserve order and decide questions of order and procedure essential to calm deliberation and effective use of the available time
 - b) designate the member who has the floor when two or more members wish to speak
 - c) state all motions presented or require the Secretary to read the motion before permitting debate the questions
 - d) 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
 - e) exclude any person from a meeting for improper conduct
3. In addressing the Board, no member will:
 - a) speak on any subject other than the subject in debate
 - b) use offensive language in or against the Board or against any member
 - c) criticize any decision of the Board except for the purpose of moving the question to be reconsidered
 - d) interrupt the member who has the floor except to raise a point of order
 - e) speak more than once to the same question except in explanation of a statement which may have been interpreted incorrectly, or with permission of the chair after all other members so desiring have spoken
 - f) speak to the same question, motion, or matter for a longer period than ten minutes except at the discretion of the chair

9. Motions

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 can be made.

4. Only one motion to amend the main motion will be allowed.
5. Motions that do not carry are recorded.
6. Motion to Amend: An amendment is an effort to improve the wording of a motion without materially altering the basic intent of the same motion.
7. Motion to Refer: To direct a matter under discussion by the board to committee or staff to study and make a report before the board makes its decision.
8. Motion to Defer: To postpone all discussion on the matter until a future date which is established as part of the motion.
9. Motion to Table: To postpone without setting a definite date as to when the matter will be considered.

10. Notice of Motion

1. The purpose of giving notice is to permit the members of the board to prepare for the issue that will be placed before them for consideration.
2. A notice of motion may be introduced by any member at a regular meeting of the board for consideration at the next or a subsequent meeting and the same will then be placed on the agenda of the meeting at which it is to be considered at the discretion of the chair.
3. The notice is a statement of intention. It requires no seconder and is not at that time debatable.
4. Any business may be introduced and dealt with at a meeting of the board provided that it does not involve the appropriation of any money, substantive policy or procedural changes or the introduction of any new matter unless such matter appears in the agenda, or arises out of reports presented, except at the discretion of the chair or with the consent of the majority of the members present.

Section 9: Delegations

1. Delegations Wishing to Speak Regarding an Item Listed on the Agenda

Port Colborne Public Library

1. The library board meeting is open to the public. Individuals or groups may attend board meetings as observers without prior notification to the board chair.
2. Individuals or groups who wish to speak at a library board meeting must first register as a delegation.
3. Providing the delegation concerns a matter that is within the jurisdiction of the board, the chair may grant an appointment and include it on the meeting agenda.
4. Any person or group wishing to speak regarding a matter listed on the library board agenda is required to submit a written request to the chair prior to 12:00 pm on the day of the meeting, clearly stating the subject matter of their delegation. The following information must be delivered to the chair:
 - a) A form will be available at the library and on the library's website. The complete form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Library Board Chair.

2. Delegations Wishing to Speak Regarding an Item Not Listed on the Agenda

1. All items considered at the library board meeting must be listed on the agenda. Delegations wishing to speak on items not listed on the current or upcoming agenda, must provide written correspondence to the library chair outlining the delegation's request ten days prior to the scheduled meeting. The following information must be delivered to the chair:
 - a) the name and contact information of the individual and/or organization
 - b) the agenda item as outlined on the agenda
2. A form will be available at the library and on the library's website. The completed form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Chair.

3. Protocol

1. Presentations will be limited to five minutes each with five more minutes for questions from the board members. Extension of time limits may be granted at the discretion of the chair.

2. The matter addressed by the delegations may be discussed by the board as a regular part of the agenda under “New Business” or may be scheduled for discussion at a subsequent meeting.
3. Delegations may be added to the agenda at the meeting by amending the agenda at the pleasure of the chair.
4. A delegation will not be heard twice on the same matter unless the board specifically resolves otherwise.
5. Except in cases of extreme urgency, as determined by the chair, unionized library staff will be required to demonstrate that they have observed internal procedures for addressing concerns before being granted an appointment to address the board.
6. Any person present at a meeting who wishes to speak to an item on the agenda but who has not been previously granted an appointment may be allowed to do so at the discretion of the chair or by resolution of the board. The time limits for delegations will apply.

Section 10: Chairing the Meeting

1. 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 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 by-laws, 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 by-laws governing the activities of the library board

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44, sections 3(1), 3(3), 14, 15(2), 16.1 and 20
- Council of the Corporation of the City of Port Colborne, By-law 1709/134/85
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M56
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers
- Port Colborne Public Library. BL-04: Amendments of By-laws
- Port Colborne Public Library. GOV-01: Purpose and Duties of the Board
- Port Colborne Public Library. GOV-08: Board-CEO Partnership
- Bourinot's Rules of Order
- Robert's Rules of Order New Revised (RONR)