

Amendments of By-laws

By-law Number: **BL-04**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Dates: **May 2021, Feb. 2023, 2024**

Year of Next Review: **2026**

By-laws are the fundamental governing rules of the library board. The purpose of this by-law policy is to state the conditions under which by-laws are amended.

1. By-laws may be amended in response to legislation or when circumstances change.
2. Any member of the board can propose a review or an amendment of a by-law at a board meeting.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend, or remove a by-law will require a majority vote of at least two thirds of the members in order to be carried.
5. **As the Port Colborne Public Library has charitable status under the Canada Revenue Agency (CRA), the Chief Executive Officer will ensure that the CRA receives a copy of the amended board by-laws.**

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44
- 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-03: Meetings of the Board