

**Policy Type:** Governance Process (GP)

**Policy No.:** GP 10

**Policy Title:** Principles and Guidelines for Board Members

**Date Originated:**

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## 1. POLICY STATEMENT

The Board establishes policies and appoints the Chief Executive Officer who may also be the Secretary of the Board, and who administers the Library under the guidance of these policies. The Board is in perpetual pursuit of “Ends” Statements that define community expectations and demands.

## 2. POLICY ELEMENTS

### 1. Principles & Guidelines

- a. **TERM:** Concurrent with Council term
- b. **REMUNERATION:** None
- c. **LIMITS:** Must be a Canadian citizen, 18 years of age or older; must be a resident of the City; may not be employed by the Library or by the City.
- d. **TIME COMMITMENT REQUIRED:** Prepare for and attend meetings as specified in the *Public Libraries Act*, and prepare for and attend special Board or Committee meetings which may be scheduled.

### 2. Specific Duties and Responsibilities:

- a. Employ a competent and qualified Chief Executive Officer;
- b. Determine and adopt written policies to govern the Library;
  - a. determine the ‘Ends’ for the Library;
  - b. understand the Library services and the needs of the community in relation to the Library;

- c. keep abreast of standards and trends in public libraries;
  - d. be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial Library legislation;
  - e. may be asked to attend outside meetings and workshops for Board members;
  - f. be an effective advocate for the Library in the community; and,
  - g. be prepared to interact with provincial library agencies if required.
3. Desirable Qualifications of Board Members:
- a. commitment to the Library, the community and their inter-relationship
  - b. readiness to dedicate time and effort
  - c. knowledge of the community's social and economic condition
  - d. aptitude for planning – both long and short term
  - e. ability to speak and act in support of Library issues
4. Relevant Experience for Board Members:
- a. familiarity with Policy Governance ®
  - b. previous service on volunteer boards or with community organizations
  - c. demonstrated leadership skills
  - d. ability to apply knowledge and experience to the development of governance policies
5. Disqualification:
- a. **The *Public Libraries Act, R.S.O. 1990, chapter P.44*** lists the circumstances that would lead to the disqualification of a Board Member. Disqualification occurs if a Board Member:
    - Is convicted of an indictable offence;
    - Becomes incapacitated;
    - Is absent from three consecutive meetings of the board without being authorized by a board resolution;
    - Ceases to be qualified for membership under clause 10(i)(c) of the *Public Libraries Act, R.S.O. 1990, chapter p.44*; or,
    - Otherwise forfeits his or her seat.
  - b. If one or more of these conditions apply, “the member’s seat becomes vacant and the remaining members shall forthwith declare the seat vacant

and notify the appointing council accordingly". (*Public Libraries Act*, R.S.O. 1990, chapter P.44, section 13)