



## CASSELMAN PUBLIC LIBRARY



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### Casselman Public Library

Type de policy : **Policies**

Policy Number : **BL-02**

Policy Title : **Composition of the Public Library Board  
(Translated)**

Approval Date : **February 28th, 2017**

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As required by **Law**, the Board of Directors must strictly follow the legal stipulations indicated in the **Public Libraries Act**, L.R.O. 1990, chap. P. 44, relating to its composition. The present policy's objective is to serve as a guide for the Municipal Council in the nomination process of the Library's Board members as well as for the nomination process of the Board of Directors' executive.

#### Section One : Composition of the Board of Directors

1. Whereas the **Public Libraries Act**, art. 9(1) stipulates that the boards of directors in public libraries must be composed of at least five (5) members, and grants the municipal council the power to nominate council members, the Casselman Public Library's Board of Directors endorses the creation of a board of directors composed of at least five (5) members with a maximum of nine (9) members.
2. In compliance with the **Public Libraries Act**, art. 10 (4), the Municipal Council shall nominate all members of the Library's Board of Directors as new members, at the first municipal meeting following the beginning of its new mandate.
3. In compliance with the **Public Libraries Act**, art. 10 (2a), the Municipal Council will refrain from nominating a higher number of its members on the Library's Board of Directors than one less of the majority at the Board of Directors.
4. In compliance with the **Public Libraries Act**, art. 10(3), a board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed.
5. A board member may be reappointed for one or more further terms.
6. A board member who wishes to be reappointed for a new term with the Board of Directors must follow the

same procedures as a new candidate applying to hold a seat at the Library's Board of Directors.

7. In compliance with the **Public Libraries Act**, art. 13, should a Board member be deprived of his or her rights to have a seat at the Library Board of Directors based on one or more reasons depicted in article 13 of the **Act**, the other acting members shall declare the seat vacant and give notice to the Municipal Council or the County, whichever is the appointing council for nominations to the Library Board of Directors.
8. In compliance with the **Public Libraries Act**, art. 12, should a vacancy arise in the membership of the Library Board of Directors, the Municipal Council or the County, whichever is the appointing council for nominations to the Library Board of Directors, shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five (45) days. The duration of the new mandate shall correspond with the current mandate for the Library Board of Directors.

## **Section Two : BoardMembers**

1. In compliance with the **Public Libraries Act**, art. 14 & 15, Senior Executives of the Library's Board of Directors are the Chair, the Secretary, the Treasurer, and the Chair and Executive Officer.
2. Furthermore, the Library's Board of Directors shall appoint a Vice-Chair as one of its Executive members.
3. In compliance with the **Public Libraries Act**, art. 14(3), the Library's Board of Directors shall elect one of its members as Chair at its first meeting in a new term.
4. The Vice-Chair shall also be elected at the first Library Board of Directors meeting in a new term.
5. The Library Board of Directors shall elect the Chair and Executive Officer to act as Secretary/Treasurer, which nomination is proper and acceptable in the **Public Libraries Act**, art. 15(5).
6. Should a Senior Library Board Executive leave his or her position, steps down or is voted out of office during his or her mandate, the Library Board of Directors shall immediately elect or appoint a new Senior Executive member.

### **Related documentation :**

Casselman Public Library. **Rg 03 – Terms of office of Senior Executives (upcoming)**

**Public LibrariesAct**, L.R.O. 1990, chap. P.44

#### Editor's Note :

The **Public LibrariesAct**, art. 15(5) states that 'the same person may be both the secretary and the treasurer'. There are no provisions under the **Public LibrariesAct** stating that library boards of directors cannot nominate different persons as executive officers for these positions. In such instances, precise definitions would be included in the present policy, whereas instructions would be given to the Library Board of Directors for the nomination of a treasurer, a secretary, and/or a secretary/treasurer.