

Hastings Highlands Public Library

Policy Type: **Board Bylaws**

Policy Number: **BL-02**

Policy Title: **Composition of the Board**

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Where required, the board adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the board's appointment of its officers.

Section 1: Composition

1. While the **Public Libraries Act**, s. 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the Hastings Highlands Library Board endorses a board that consist of at least 5, and no more than 9 members.
2. In accordance with the **Public Libraries Act**, s. 10(4), municipal council will appoint all board members as new at the first meeting of council in each term.
3. In accordance with the **Public Libraries Act**, s. 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
4. In accordance with the **Public Libraries Act**, s. 10 (3), a board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
5. A board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
7. In accordance with the **Public Libraries Act**, s. 13, if any members of the board are disqualified from holding office, the members shall forthwith declare the seat vacant and notify council accordingly.
8. In accordance with the **Public Libraries Act**, s.12, when a vacancy arises in the membership of the board, the municipal council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment's term will be concurrent with the term of the board.

Composition of the Board (Continued)

Section 2: Officers

1. In accordance with the **Public Libraries Act**, s. 14-15, the officers of the board are the chair, the secretary, the treasurer and the Chief Executive Officer (CEO).
2. In addition, the board designates a vice-chair as an officer.
3. In accordance with the **Public Libraries Act**, s. 14(3), the chair shall be elected at the first meeting in a new term.
4. The vice chair shall also be elected at the first meeting in a new term.
5. The board appoints the CEO, who will be secretary and treasurer as allowed by the **Public Libraries Act**, s. 15(5).
6. If any of the officers step down, retires or is dismissed during his/her term, the board must immediately elect or appoint a new officer.

Related Documents:

Hastings Highlands Public Library. **BL 03 – Terms of Reference of the Officers Public Libraries Act**, R.S.O. 1990, c P44