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## Hastings Highlands Public Library

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**Area:** Board Bylaws  
**Policy Title:** Composition of the Board  
**Policy Number:** BL-02

**Initial Policy Approval Date:** May 14, 2013  
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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 of the Board

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 consists 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.
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.

## **Section 2: Designation of 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 steps 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