

OAKVILLE PUBLIC LIBRARY BOARD PROCEDURAL BY-LAWS

Approved on: Thursday, February 20, 2025

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1. GENERAL

1.1	The Board <i>Public Libraries Act</i>	The Oakville Public Library Board, hereafter referred to as the Board, is established under the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended and through Town of Oakville Council Confirmatory By-law 2014-038 on March 24, 2014, replaces original Town of Oakville Council By-law 664 May 29, 1922.
1.2	Head Office	The Head Office of the Board shall be at the Oakville Public Library Central Branch, 120 Navy St. Oakville, Ontario L6J 2Z4.
1.3	Interpretation	The provisions of the By-laws shall be interpreted in accordance with the Glossary of Terms, attached as Appendix "A".
1.4	Purpose <i>Public Libraries Act</i>	With literacy and intellectual freedom as core principles, the purpose of the Oakville Public Library Board (the "Board") is to set a strategic framework within which it can manage and control the provision of a comprehensive and efficient public library service that reflects the community's unique needs (including French and special services as required). The Board's approach to undertaking this purpose will be in accordance with the <i>Ontario Public Libraries Act</i> and as further defined by the Oakville Public Library ("OPL") Strategic Plan, Town of Oakville Council By-laws/Resolutions, all applicable legislation and board policies.
1.5	Objectives	The Board will provide a comprehensive, efficient, accountable and affordable public library service that reflects the unique needs of the Town of Oakville.
1.6	Regulations	The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers.
1.7	Regulations ability to suspend	If necessity warrants doing so for a specific reason, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Board.
1.8	Reference	Where possible, reference to applicable acts, motions, or procedures have been made. The following reference materials were used and are indicated throughout the document, actual wording has been identified in quotations and italics: • The Public Libraries Act, R.S.O., 1990, Chapter P.44 (P.L.A.) • The Municipal Conflict of Interest Act • Town of Oakville Procedure By-law 2016-059

2. BOARD COMPOSITION

2.1	Number of Members <i>P.L.A. Section 9 Town of Oakville By-law</i>	The Town of Oakville approved the composition of the Library Board pursuant to the Public Libraries Act, R.S.O., 1990, Chapter P.44 at the July 29, 1985, September 19, 1988, February 2, 2004 and March 30, 2015 Council Meetings. The Oakville Public Library Board is composed of a minimum of five (5) members and up to nine (9) members consisting of: • A minimum of two (2) Members of Council and a number up to “majority less one”. • Up to seven (7) approved by the municipal council from the public at large. • Special Advisory Members as required.
2.2	Board Recruitment	The Town of Oakville Council appoints all members to the Library Board as per the Citizen Appointments to Advisory Committees and Boards Procedure.
2.3	Eligibility/Qualifications <i>P.L.A. Section 10</i>	<i>“A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,</i> <i>a) is at least eighteen years old,</i> <i>b) is a Canadian citizen, or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada);</i> <i>c) is</i> <i>(i) a resident of the municipality for which the Board is established in the case of a public library...</i> <i>(ii) is not employed by the Board or by the municipality...”</i>
2.4	Term of Appointment <i>P.L.A. Section 10 Town of Oakville By-law</i>	Board members shall hold office for a term concurrent with the term of Council or until a successor is appointed.
2.5	Resignations/Vacancies <i>P.L.A. Section 12</i>	<i>“Where a vacancy arises in the membership of a board, the appointing council 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 days.”</i>
2.6	Disqualification <i>P.L.A. Section 13 and Section 10</i>	<i>“If a board member,</i> <i>• is convicted of an indictable offence;</i> <i>• becomes incapacitated;</i> <i>• is absent from the meetings of the Board for three consecutive months without being authorized by a board resolution;</i> <i>• ceases to be qualified for membership under clause 10(1)(c);</i> <i>or</i> <i>• otherwise forfeits his or her seat,</i> <i>The member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly.”</i>

3. DUTIES AND RESPONSIBILITIES

3.1	The Board of Directors	The Library Board works within the Public Libraries Act, R.S.O. 1990. The Board establishes policies to direct the operations of the Oakville Public Library, in accordance with its purpose and objectives. The Board employs a Chief Executive Officer, who in turn administers the Library under the guidance of those policies. Responsibilities of the Board of Directors are categorized by the following actions:
3.2	Policies	• Determine and adopt written policies to govern the operation and programs of the Library. Such policies should include those dealing with personnel, public service, materials selection and financial authorities.
3.3	Planning	• Formulate the strategic goals of the Library and approve plan(s) for meeting these goals. • Understand the program needs of the Library in relation to the community. • Report mechanisms and feedback activities of the Library on the achievement of approved plan outcomes.
3.4	Advocacy	• Establish, support and participate in planned programs to meet community needs. • Understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies. • Be aware of the activities of regional, provincial, and national library organizations.
3.5	Funding	• Recommend to Council the Library's annual operating budget and capital forecast. • Seek diversified sources of revenue, e.g. grants and fundraising, in support of library service enhancements.
3.6	Reporting	• Ensure that accurate public records are kept on file and with appropriate local, provincial, or national bodies. • Be legally responsible for the Library to the Council. • Report regularly to governing officials and the general public. • Evaluate the performance of the Library annually.
3.7	CEO Evaluation	• Evaluate the CEO's performance annually. • Provide feedback at the appropriate opportunities throughout the year. • Approve the CEO's final performance evaluation.
3.8	Strategic Planning	• With staff support, be accountable for the strategic planning process and strategic plan. • With staff support, select a facilitator or delegate this task to a board-appointed evaluation task force or to staff. • Approve the strategic planning process proposal and timeline. • Partake in the stakeholder consultations.

4. OFFICERS OF THE BOARD

4.1	Election of Officers <i>Board Motion #01.12.142, December 13th, 2001</i>	The Oakville Public Library Board adopted an election procedure which follows parliamentary rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers. When two or more board members are vying for a position, voting will be done by ballot. Two staff members will exit the room to count votes, at least one being the CEO or delegated secretary. The Board may decide to have a board-appointed scrutineer (a board member) stand at a distance to oversee the counting. All votes will be sealed in an envelope for shredding at a later time. The successful candidate will be announced. A Board shall elect a Chair and Vice-Chair at its first meeting in a new term.
4.2	Chair of the Board <i>P.L.A. Section 14</i>	“A board shall elect one of its members as Chair as soon as is reasonable in a new term.” The Chair of the Board is elected for the length of the full term <i>or</i> until a successor is appointed. The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair. The Chair is ex-officio member of all committees, and as such, will not be included as part of quorum for any board committees. <u>Duties and Responsibilities of the Chair:</u> The Chair of the Board shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board. The Chair of the Board may vote on any question before the Board. The Chair of the Board shall ensure that orientation is provided to the new board members. The Chair of the Board shall initiate the process for the Chief Executive Officer’s annual performance review, as defined in the CEO Performance Evaluation policy.
4.3	Vice-Chair	The Vice-Chair shall act in the absence of the Chair. A Board shall elect one of its members as Vice-Chair as soon as is reasonable in a new term The Vice-Chair of the Board is elected for the length of the full term <i>or</i> until a successor is appointed. The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

		<u>Duties and Responsibilities of the Vice-Chair:</u> The Vice-Chair presides at board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, for the discussion of any item in which the Chair has declared a pecuniary interest. Performs the remaining duties of the Chair if the Chair is unable for any reason to perform them. The Vice-Chair will act as a mentor to board members appointed mid-term and will ensure that these individuals receive proper orientation.
4.4	Executive Committee	The Executive Committee consists of the Chair of the Board, the Vice Chair of the Board, and the Chief Executive Officer as a non-voting member, which: (a) May determine matters of an emergency nature provided actions taken are communicated to the Board; and (b) May be authorized by motion of the Board to act for the Board from time to time; However, matters so determined under (a) and (b) shall be ratified by the Board at its next regular or special meeting, to be held within 15 days an Executive Committee meeting.

4.5	Secretary / Treasurer of the Board	<i>As permitted by the Public Libraries Act, Section 15(5), the CEO (or designate) of the Library shall serve as the Secretary-Treasurer of the Board.</i> <i>In the role of Secretary, the CEO will:</i> <i>• designate a recorder for each board meeting</i> <i>• prepare the agenda prior to each board meeting</i> <i>• distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting</i> <i>• distribute the minutes to all board members prior to the next board meeting</i> <i>Tasks of the secretary may be delegated to the Town of Oakville as per the Memorandum of Understanding and associated service level agreements.</i> <i>In the role of Treasurer, the CEO will:</i> <i>• monitor the financial activities of the Library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices</i> <i>• receive and account for the Board's money</i> <i>• open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board</i> <i>• deposit all money received on the Board's behalf to the credit of that account or accounts</i> <i>• disburse the money as the Board directs</i> <i>• act as an authorized signing officer of all documents pertaining to the financial business of the Board</i> <i>Tasks of the treasurer and secretary may be delegated to the Town of Oakville as per the Memorandum of Understanding and associated service level agreements.</i>
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5. COMMITTEES OF THE BOARD

5.1	Duties of Committees	The purpose of committees is to facilitate the business of the Board. Committees shall operate within the Terms of Reference established and approved by the Board.
5.2	Types of Committees	The Board operates with two (2) standing committees and may establish ad-hoc committees as it sees fit to discharge its duties. <u>Standing Committees</u> • CEO Performance Evaluation Committee • Audit Committee • Executive Committee <u>Ad Hoc Committees</u> As required, Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board. An Ad Hoc Committee may have any number of members who are interested in the issue at

		hand. Ad Hoc Committees will report recommendations to the Board. Upon completion of its assignment, an Ad Hoc Committee shall be discharged by motion of the Board.
5.3	Election of Committee Chair	The Chair of a board committee shall be elected by the committee members and recommended to the Board for approval at its next regular meeting For the executive committee, the board chair would reside as chair.
5.4	Membership	As defined in section 4.2 in the by-laws, the Chair of the Board is ex-officio.
5.5	Meetings	Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.
5.6	Committee Proceedings	The Chief Executive Officer shall be the Secretary of all committees and shall appoint a recording secretary as necessary.
5.7	Report to the Board	The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

6. BOARD MEETINGS

6.1	Meetings	All Board meetings shall be open to the public.
6.2	First Meeting of the Board in a New Term <i>P.L.A. Section 14 Town of Oakville By-law 1985-271</i>	The Chief Executive Officer of the Oakville Public Library Board shall call the first meeting of the Board in a new term, in accordance with Section 14 of the Public Libraries Act.
6.3	Schedule of Meetings <i>P.L.A. Section 16</i>	The schedule of dates for Board meetings for the year will be provided to members at the beginning of each year. In accordance with the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended, the Board will hold at least seven regular meetings each year, <i>"...A board shall hold regular meetings once a month for at least 7 months each year and at such other times as it considers necessary."</i> These shall be held on the fourth Thursday of each month at 7:00 p.m. at Oakville Town Hall. Although uncommon, the Board may decide to change a regular meeting date for reasons deemed acceptable and notice of such meeting will be made to the public via the website.
6.4	Special Meetings	Special meetings of the Board may be held at any time at the call of the Chair or any two Members. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board.

		Special meetings identified for the purpose of education/training of the board shall be called workshops. Special meetings identified as workshops shall not discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the board during the workshop meeting. Members of the public may attend special meetings including workshops unless the proceedings resolve into Closed Session in accordance with 16.4 of the Library Act. No delegations are permitted at Workshop meetings. Lack of receipt of the notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
6.5	Notification of Meetings	The notice shall be in the form of electronic and written agendas accompanied by its supporting documents. This package is prepared by the Chair of the Board, in consultation with the Chief Executive Officer. Any board member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Executive Officer. Such requests shall then be considered at the Chair of the Board's discretion. Minutes of the previous regular meeting and any special meetings shall be provided to the members in the same manner as the agenda. The package shall be delivered to the Board member's online site, seven days prior to the upcoming board meeting. Immediately following, the package shall be distributed among the appropriate library staff and posted on the website for the public. Lack of receipt of the notice of a regular or special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
6.6	Attendance <i>P.L.A. Section 13</i>	Members shall notify the Secretary or designate if they are not able to attend the regular board meeting. Attendance of members at meetings shall be recorded. Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board, shall notify the Council that the seat has become vacant. A member of the Board or a committee may attend, participate and vote at an open or closed meeting remotely with the permission of the chair. Reasons a board member could request virtual participation could be: • personal illness or disability

		• employment or the business of the public good • a family or other emergency Members who wish to attend the meeting remotely should notify Clerk's and the CEO at minimum 1 day in advance. Quorum applies to the members attending in person and remotely.
6.7	Conflict of Interest	Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any matter, which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the agenda review, and recorded in the minutes.
6.8	Delegations Wishing to Appear Before the Board	Individuals or groups shall advise the Secretary of the Board in accordance with the Library Board's policy on delegations.
	Public Presentations	(1) Any person wishing to make a public presentation at a regular OPL Board meeting shall submit a request to the Clerk no later than three weeks prior to the meeting. (2) All requests for public presentations shall be forwarded to CEO for approval prior to being listed on the agenda. (3) Public presentations shall be heard only at regular OPL Board meetings. (4) Public presentations shall be: a) limited to 10 minutes in duration per item; b) matters of community wide interest; and c) items not requiring any action to be taken by the board (5) Presentations by the public relating to an item on the agenda are deemed to be delegations and therefore subject to section 6.8 of this by-law (Delegations). (6) Public presentations may be permitted by way of electronic submission received in advance of the meeting, which shall be submitted to the Town Clerk and approved by the CEO.
6.9	In-Camera <i>P.L.A. Section 16 Town of Oakville By-law 1995-102, Section 19</i>	At a board or committee meeting the Board may move in-camera to discuss a matter that falls within the "closed meetings" provision of the Public Libraries Act. The motion to move in-camera will state the general nature of the matter to be considered in the closed session. Upon moving out of camera the Board shall "Rise and Report" on motions made in-camera, or "Rise with No Report". Minutes of the

		in-camera portion of the meeting will be marked confidential and issued to the Board for approval and then filed in a secure place by the Secretary of the Board.
6.10	Quorum <i>P.L.A. Section 16</i>	At all board meetings, “<i>a majority of the Board</i>” must be present to establish a quorum for regular business. If there is not quorum, the meeting may continue as a discussion but any resolutions, motions and decisions must be made at a subsequent board meeting when a quorum is present. No meeting will be called with the advance knowledge that there will be no quorum.
6.11	Voting <i>P.L.A. Section 16</i>	All members of the Board (including the Chair) - unless they have declared a conflict of interest on a matter and are therefore ineligible to vote on that matter - shall vote on all questions. Voting is carried out by a show of hands, except when the Board deems it best to vote via ballot, voice or proxy. Voting by proxy will only be used if all board members agree it is essential due to a time-sensitive matter. If proxy voting is permitted, board members will submit votes by mail or email, and will not ask another board member to vote on their behalf. The hard copies of any and all proxy votes will be included as part of the corporate record.
6.12	Procedure for Meetings	The Chair will preside at all meetings of the Board, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair. If both the Chair and the Vice-Chair are absent from a board meeting or are unable to take the chair, the Board will appoint an Acting Chair from among the Members present. The Secretary will conduct the election. While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair. The Chief Executive Officer shall designate a recording secretary for meetings which may be a Town Clerk representative.
6.13	Rules of Order	<u>Town Procedure By-law 2016-059 (which encompasses Robert’s Rules of Order) unless specifically overridden by the Public Libraries Act (1990).</u> • All decisions will be made on the basis of motions. • To make a motion, a member must obtain the floor first. • Every motion must be seconded by another member. • A motion will not be debated until it has been moved and seconded and put on the floor by the Chair. • There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent. • After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote. A motion that has been moved and seconded can be withdrawn or

		modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.
6.14	Conduct of the Chair	The Chair will: • call the meeting to order; • determine the presence of a quorum; • announce in proper sequence the business that comes before the Board; • maintain a list of Members who have signaled the Chair that they wish to speak or ask questions; • recognize Members in the order in which they signaled that they wished to speak or ask questions; • state and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome; • protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them; • expedite business; • decide all questions of order; • respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board; • declare the meeting adjourned when the Board so votes. Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, then this is the action the Board must take. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned. If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment. The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members.
6.15	Conduct of Members	A member will be courteous and will not engage in any action, which disturbs the meeting. A Member will not: • use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or

		insulting, or cause disorder; • make any noise or disturbance that prevents Members from being able to participate in the meeting; • interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order; • disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board. A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair. All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair. The Chair may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others. The Chair may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair, <i>“...the board chair may expel any person for improper conduct at a meeting.” P.L.A. Section 16.1</i>
6.16	Conduct of the Public	Members of the public will be courteous and will not engage in any action, which disturbs the meeting. Members of the public will not: • make any noise or disturbance that prevents members from being able to participate in the meeting; • address the Board without a prior appointment, or without the permission of the Board at the meeting; • use unparliamentary or offensive language. <i>“...the board chair may expel any person for improper conduct at a meeting.” P.L.A. Section 16.1</i>
6.17	Board Assessment	A Board self-assessment demonstrates that it believes in the values of accountability, learning and development and establishes its credibility not only with the funding agencies, but also with the public being served. In order to monitor how well it is fulfilling its responsibilities, there will be periodic self assessments carried out by the Board according to the procedures/ processes and timing agreed upon by the Board.

7. MEETING AND AGENDAS

7.1	Distribution	Board agendas and minutes are public information and will be made available to the public on the Oakville Public Library website and in hard copy at Central Branch. Copies of all the approved board and committee minutes, with the exception of confidential minutes of in-camera sessions which have a prescribed distribution, are retained on file in administration for reference by Members or the public. Minutes of all meetings and
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		motions presented are numbered and indexed, by the Secretary, to facilitate ready reference.
7.2	Regular Board Meeting Minutes	Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to board members before the next meeting. Additions or corrections are brought to the following full board meeting for adoption in the minutes.
7.3	Committee Minutes	Minutes of committee meetings are recorded by the appointed recording secretary or a member of the committee as appointed in the Committee's Terms of Reference.
7.4	Approval of the Agenda	At the beginning of any regular board or committee meeting, the Chair of the Board may announce additional items to be added to the agenda prior to the approval of the agenda.
7.5	New Business	A 'New Business' item will be placed on the agenda of all regular board and committee meetings. The Chair will ask the Board if there is any new business, and if there are no objections to a particular item or items, such item(s) can be discussed. The Chair may also provide information from time to time under the New Business item, if the Board deems it fit.
7.6	Use of Consent Agenda	The Oakville Public Library Board will make use of a Consent Agenda. Every board member is responsible for ensuring that they have read the supporting documents relating to Consent Agenda items in advance of the meeting to ensure that due diligence is exercised. When the Chair sets the Agenda (in consultation with the CEO and any Board Members making requests), he or she may assign items to the Consent portion of the Agenda. Typical consent agenda items are routine, procedural decisions, and decisions that are likely not to require discussion. Examples include: Approval of the minutes: final approval of proposals or reports that the Board has been dealing with for some time and all members are familiar with the implications Staff appointments requiring board confirmation Reports provided for information only Items listed under the consent agenda are adopted in a single motion and the passage of such motion is taken to confirm that all recommendations as proposed in the relevant staff reports are approved. Any board member may request the separation of an item from the consent agenda for discussion purposes prior to the motion to adopt being placed or voted upon. Typical reasons for this request are that the member wishes to ask a question about a report or wishes to have a vote recorded. However, no justification need be given and the issue is not debatable. Once a request is made, the item is dealt with as a

		separate agenda item (either immediately or at a later point in the agenda, at the discretion of the Chair).
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8. REVIEW AND AMENDMENTS TO BY-LAWS

8.1	Conflict, In the event of	In the event of a conflict between this By-laws and the provision of either the Public Libraries Act or an applicable By-law of the Town of Oakville, the provisions of the Public Libraries Act or the Town of Oakville By-law shall prevail to the extent of any conflict.
8.2	Review	Revisions to any of the guiding authorities (Public Libraries Act, Roberts Rules of Order, Town of Oakville By-laws) will necessitate a review of the Board By-laws.
8.3	Amendments	Amendments to the By-laws require a two-thirds vote by the membership, based on 30 days notification. The By-laws, or amendments to the By-laws are effective at the time of approval by board motion.

APPENDIX A - GLOSSARY OF TERMS

Abstain	To decline to vote for or against a motion.
Acclamation	Unanimous election to office without the need for a vote, where only one candidate is nominated and agrees to stand.
Adjourn	To end the meeting.
Agenda	A list of items of business to be considered at a meeting, arranged in the order in which they are intended to be addressed.
Amendment	A formal proposal to change the words of a pending motion.
Board	The Oakville Public Library Board of Members.
Casting vote	A single vote (usually the prerogative of the chair) that decides an issue when the vote has resulted in a tie.
CEO	The Chief Executive Officer of the Board.
Chair	For purposes of the Board, the Chair of the Board.
P.L.A. Section 16(6)	For purposes of meetings, the person who presides over the meeting. "The Chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative."
Committee	Any committee, task force or work group appointed by the Board.
Commission, Community Services	The head of the community services division of the Town of Oakville who serves as the liaison between the Town and the

	Library, by providing guidance and support to the Oakville Public Library CEO and Management team
Council	The Council of the Town of Oakville.
Delegation	One or more members of the public who address the Board.
Ex officio	By virtue of office or position.
Floor, on the	The current subject of debate.
Floor, to have the	To have the right to speak without interruptions except on a Matter of Privilege or a Point of Order.
In-Camera	That meeting or part of a meeting that is held in private and closed to the public in accordance with the provisions of the Public Libraries Act Section 16. Only Board Members and persons authorized by the Board (e.g. Chief Executive Officer) may be present at an in-camera session).
Library	The Oakville Public Library
Member	A member of the Oakville Public Library Board.
Minutes	The legal record of the Board's, or a committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.
Motion	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
Move	That meeting or part of a meeting that is held in private and closed to the public in accordance with the provisions of the Public Libraries Act Section 16. Only board members and persons authorized by the Board (e.g. Chief Executive Officer) may be present at an in-camera session).
Memorandum of Understanding (MOU)	A Memorandum of Understanding (2019) exists between the Oakville Public Library and the Town of Oakville. It outlines through associated service level agreements the roles and responsibilities within their partnership in the delivery of library services to the residents of the Town.
Mover	The person who proposes a motion or amendment.
Notice of motion	Formal advice to the Board that a Member proposes to move a motion at a future meeting. Usually includes the wording of the proposed motion.
Objection	A way for a Member to express disagreement with a proposed course of action or ruling by the Chair.
Order	Behaviour in a meeting, which allows Members to conduct business without disruption.
Order paper	Agenda
Order, call a Member to	A way for the Chair to point out to a Member that he/she has broken the rules or is speaking out of turn.
Order, call the meeting to	An announcement by the Chair to indicate that he is about to start the meeting. Also, a way for the Chair to enforce discipline on the meeting after the rules have been broken.
Order, point of	A way for a Member to draw attention to a breach of the rules.

Precedence	The order in which motions and amendments are discussed and voted on.
Quorum	The minimum number of Members who must be present at a meeting to make the proceedings valid.
Recess	A break during a meeting.
Recorded vote	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion. A way for a Member to protect himself or herself legally by having his or her vote against a motion recorded in the Minutes. Must be requested immediately before the start of voting.
Rescind	To revoke a previous decision.
Rise and Report	The act of stating verbally and in the minutes of a meeting what transpired during an in-camera session with the approval of the Board once ex-camera.
Ruling	A decision by the Chair on a procedural point. May be appealed by any Member, in which case the ruling is immediately put to a vote without debate.
Second, Secunder	To formally endorse a motion or amendment immediately after it has been moved. The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that he or she agrees that it should be considered.
Secretary	The Secretary of the Board.
Service Level Agreement	Agreements that set out the expectations roles and responsibilities between different departments of the town and the library. Service level agreements include: • Financial Services • Board Support Services • Legal Services • Information Technology • Facilities and Construction Management
Show of hands	The usual way of voting. Those for and those against the motion are asked in turn to raise their right hands. The hands are counted, the result announced, and the motion declared either carried or lost.
Simple majority	One more than half.
Special Board Meeting	From time to time it may be deemed important to convene a special meeting of the Board to address a topic or an agenda that does not adhere to the items listed on the agenda of regular board meetings. All procedures regarding notice of meeting, approval of agenda, and approval of minutes will apply but the Chair may determine, with board approval, that matters under consideration should be discussed more informally, under conditions of freedom

	approximating those of a committee.
Tie vote	An equal number of votes for and against a motion.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair. The time previously established to adjourn the meeting may be extended by motion to do so.
Treasurer	The Chief Financial Officer of the Board.
Two-thirds majority	Two-thirds, or the closest whole number that is greater than two-thirds.
Unparliamentary	Words or expressions which are disrespectful or language offensive. Includes swearing and derogatory and racial remarks.
Vice-Chair	The Vice-Chair of the Board
Voting <i>P.L.A. Section 16(6)</i>	See show of hands. <i>“The Chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”</i>
Special Board Meeting	From time to time it may be deemed important to convene a special meeting of the Board to address a topic or an agenda that does not adhere to the items listed on the agenda of regular board meetings. All procedures regarding notice of meeting, approval of agenda, and approval of minutes will apply but the Chair may determine, with board approval, that matters under consideration should be discussed more informally, under conditions of freedom approximating those of a committee.
Tie vote	An equal number of votes for and against a motion.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair. The time previously established to adjourn the meeting may be extended by motion to do so.
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Vice-Chair	The Vice-Chair of the Board
Voting <i>P.L.A. Section 16(6)</i>	See show of hands. <i>“The Chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative.”</i>

APPENDIX B – TERMS OF REFERENCE

CEO Performance Evaluation Committee Terms of Reference & Policy

Purpose of Committee

In order to ensure both the success of the CEO and a strong relationship between the Board and the CEO, the CEO Performance Evaluation Committee (CPEC) is a committee of the whole and will:

- a. Work with the CEO to set and approve annual goals and expectations which are linked to the organization's strategic goals.
- b. Conduct an annual evaluation of the CEO's performance in a manner that is consistent with leading H.R. practices, as well as in line with Oakville Public Library's and Town of Oakville's performance standards.

Delivery of the performance review maybe delegated to the Commissioner, Community Services as needed.

In preparing the review, consideration is given to:

- Initiatives that span across performance cycles
- Performance of the duties described in the job description
- Achievement of the objectives and targets for the year as noted in the previous year's review

Opportunity should be taken at this time of the review to verify the currency of the CEO job description and Executive Limits.

Committee Membership

Committee membership shall include:

- All members of the Board
- Commissioner, Community Services

APPENDIX C – CEO JOB DESCRIPTION

CEO JOB DESCRIPTION:

Job Title: **CHIEF EXECUTIVE OFFICER**

Classification: Grade M5

Reports to: Oakville Public Library Board via the Chair of the Board

Qualifications:

The following minimum requirements are established for the position of CEO:
Master of Library and Information Science (MLIS) degree from an accredited library school as well as credentials or advanced coursework in Public Administration OR a degree in Business Administration plus successful completion of a Professional Development program, as defined by the Board. Plus ten to twelve years of relevant experience as a senior administrator in a Library setting or information field.

Purpose and Scope:

The Chief Executive Officer (CEO) is accountable to the Oakville Public Library Board for the success of the Oakville public library system through the development and execution of strategic and operational plans, monitoring and reporting of variances to plan, and evaluating effectiveness through key performance measurement. The CEO represents the library to its various stakeholders which includes users, the broader community, the

media, municipal council and other funders.

A maximum degree of latitude for independent action is exercised within the scope of Library policy.

The CEO acts as the Secretary-Treasurer of the Library Board.

Through the Community Services Commission, the CEO also participates as a member of the Town of Oakville's Senior Management group, and has the unique responsibility of building and maintaining relationships with the Town, while following the direction of the Oakville Public Library Board.

Responsibilities:

1. Strategy

In consultation with the Library Board as leader for the OPL Strategic Plan, and other stakeholders, develop corporate strategy and long term plans for the Oakville Public Library. Develop and implement short and long term strategies to deliver a program of library services, and provide leadership and direction to the organization. Via effective performance measurement, monitor and evaluate the effectiveness of the Library's service to the community, and report to the Library Board.

2. Finance

Oversee the preparation and administration of Library budgets, both operating and capital, including long range forecasts, ensuring cost effective use of resources. Authorize expenditures and report regularly to the Library Board with financial statements and other financial reports as required. Lead the development of diversified funding sources in collaboration with the Library Development Program. Within the scope of the Town insurance policy, oversee the operation, maintenance, and protection of library assets.

3. Policy

Advise the Library Board on matters of policy. Recommend policies to meet the goals and objectives of the Library, and to meet the needs of the community for library services. Ensure implementation of approved policies throughout the organization.

4. Management

Structure the organization effectively in order to achieve the Library's strategic and business plans. Hire and manage the lawful supervision of all library staff. Establish and maintain practices and programs in the administration of human resources, e.g. training and development, compensation, job evaluation, succession planning and management, labour relations, health and safety. Manage Service Level Agreements between the Library and the Town of Oakville, and all contracts and MOUs with other strategic partners.

5. Advocacy

In the capacity of CEO, cultivate the Town relationship, represent the Library and convey to the community a passion for the impact of public library service. Design and execute an effective program of advocacy for public library issues locally; contribute to provincial and national advocacy efforts. Provide the Library Board

with the information and materials Library Board members need to advocate successfully on the Library's behalf.

6. Partnerships

Negotiate partnerships with the information, business, government, education and cultural sectors to support and achieve the Library's vision.

7. Library Board Administration and Support

Enable the Library Board to fulfil its governance function by supporting the operations and administration of the Library Board by advising and informing Library Board members, interfacing between Library Board and staff, and between Library Board and the municipal government. Act as Secretary-Treasurer of the Library Board.

CEO – BOARD EXECUTIVE LIMITS FOR HUMAN RESOURCES AND FINANCE

The Library Board establishes CEO "executive limits" for Human Resources (HR) and Finance relating to the CEO's decision-making authority, both of which are contained in the CEO Job Description contained within the Board By-laws.

HUMAN RESOURCES EXECUTIVE LIMITS

The CEO will recommend, for Library Board approval,

- (a) Philosophy of Compensation, documented as a separate board policy.
- (b) any substantive changes to the Library's current method of Job Classification.
- (c) (i) changes to the Library's Pay Schedule and Benefits program, and unbudgeted additions to the Staff Complement (ii) exception: any change to the CEO's compensation is recommended to the Library Board through the Board Chair.
- (d) only those changes to the Organizational Structure that significantly affect the overall system of administration.

FINANCE EXECUTIVE LIMITS

Oakville Public Library CEO and Management will follow the Town of Oakville Financial Control Policies and Procedures as outlined in the Memorandum of Understanding between Oakville Public library and the Town of Oakville and corresponding service level agreements.