

## King Township Public Library

<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 01
<b>POLICY TITLE</b>	Statement of Authority		
<b>MOTION NUMBER</b>	2012-04-05	<b>DATE ADOPTED</b>	April 17, 2012
<b>DATE(S) TO BE REVIEWED</b>	December 2014	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

The King Township Public Library is established in accordance with the *Public Libraries Act (PLA)* Revised Statutes of Ontario (RSO), 1990, c. P.44.

1. In accordance with the *PLA*, s. 3(1), the Council of the Corporation of the Township of King has established the King Township Public Library Board by adoption of municipal bylaw #2010-143.
2. In accordance with the *PLA* s. 3 (3), the King Township Public Library shall be under the management and control of the King Township Public Library Board which is a corporation.
3. As prescribed by the *PLA* (e.g. s. 17, s. 22(1) etc.), and where the *PLA* is silent, other applicable provincial legislation that inform Board policies include, but are not limited to, the *Municipal Act* S.O. 2001 c. 25, *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.
4. The corporation known as the King Township Public Library Board is a registered charity with the Canada Revenue Agency # 107571127RR0001.

**Related Documents:**

*PLA*, R.S.O. 1990, c. P.44

Council of the Corporation of the Township of King, Bylaw #2010-143

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<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 02
<b>POLICY TITLE</b>	Composition of the Board		
<b>MOTION NUMBER</b>	2012-04-05	<b>DATE ADOPTED</b>	April 17, 2012
<b>DATE(S) TO BE REVIEWED</b>	April 2016	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

Where required, the King Township Public Library Board adheres to the *Public Libraries Act (PLA)*, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide Council's appointment process, the Board's appointment of officers and the establishment of Standing Committees of the Board.

### Section 1: Composition

1. While the *PLA* s. 9(1) prescribes a board of no fewer than 5 members, and gives municipal council the power to make appointments, the King Township Public Library Board endorses a board that consist of at least 5, and no more than 9 members.
2. In accordance with the *PLA*, s. 10(4), municipal council will appoint all board members within 60 days of a new term following a municipal election, preferably at the first meeting of council in each term.
3. In accordance with the *PLA* s. 10 (2a), Council members appointed to the Board must not exceed a number representing a minority (one member less than 50%) of the Board.
4. In accordance with the *PLA* 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 more than one term.
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 *PLA*, s. 13, if any members of the Board are disqualified from holding office, the Board shall immediately declare the seat vacant and notify Council accordingly.
8. In accordance with the *PLA*, 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 45 days. The new appointment will be concurrent with the term of the board.

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## Section 2: Officers

1. In accordance with the *PLA*, 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 and Finance Committee Chair as officers.
3. In accordance with the *PLA*, s. 14(3), the Chair shall be elected at the first meeting in a new term.
4. The Vice-Chair and the Finance Committee 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 *PLA*, s. 15(5).
6. If any of the officers steps down, retires or is dismissed during their term, the Board must immediately elect or appoint a new officer.

## Section 3: Committees of the Board

The Board has identified the need for three standing committees:

- a) CEO Performance Evaluation Committee
- b) Finance Committee
- c) Policy Committee

See Appendix A for committee specific Terms of Reference

1. The Chair and members of each Standing Committee shall be appointed by the Board at the beginning of the term.
2. Ad Hoc committees or working groups may be established by the Board as necessary to carry out specific tasks or examine specific issues or concerns.
3. Ad hoc committees operate for a defined period of time and establish terms of reference.
4. Ad hoc committees may include non-board members, as appropriate and with the prior approval of the Board.
5. All committees report directly to the Board and make written recommendations for the entire Board's consideration.
6. Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.

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7. The CEO/Chief Librarian, or designate, shall be the Secretary of all committees and shall appoint a recording secretary as necessary.
8. Committees shall not supervise or direct staff.

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## Appendix A: Standing Committees Terms of Reference

### CEO Performance Evaluation Committee

The CEO Performance Evaluation Committee is responsible for conducting the annual CEO/Chief Librarian performance review. The review will include an evaluation of the CEOs performance, developing goals and objectives in conjunction with the CEO, and making recommendations to the Board regarding compensation.

1. The Committee is comprised of the Chair, the Vice-Chair and the Finance Committee Chair.

### Finance Committee

The Finance Committee is responsible for in-depth review of the monthly financial statements of the Library.

1. The Committee is comprised of a pre-determined number of members as deemed necessary to carry out the functions of the Committee.

### Policy Committee

The Policy Committee is responsible for reviewing, revising and developing policy or policy revisions and making recommendations to the Board.

1. The Committee is comprised of a pre-determined number of members as deemed necessary to carry out the functions of the Committee.

### **Related Documents:**

***TBD (BL-03 Terms of Reference of the Officers, Gov- ## Evaluation of the Chief Executive Officer, GOV- ## Financial Control/Oversight, GOV-## Policy Development)***

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<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 03
<b>POLICY TITLE</b>	Terms of Reference of the Officers		
<b>MOTION NUMBER</b>	2012-05-04	<b>DATE ADOPTED</b>	May 15, 2012
<b>DATE(S) TO BE REVIEWED</b>	May 2016	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

The King Township Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the appropriate legislation and prescribed rules of procedure.

The officers are the Chair, Vice-Chair, Finance Committee Chair, the secretary, the treasurer and the Chief Executive Officer (CEO). This bylaw outlines the responsibilities of these officers.

### Section 1: Terms of Reference of the Chair

1. In accordance with the *Public Libraries Act (PLA)*, R.S.O. 1990, c. P 44 s. 14(3), a Board shall elect one of its members as Chair at its first meeting in a new term.
2. The term of office for the Chair shall be one year.
3. Subsequent to the election at the first meeting of the term, the election for the Chair shall take place at the first meeting in each calendar year for the term of the Board.
4. The Chair may be re-elected.
5. The Chair leads the Board, acts as an official representative of the Library, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.
6. The Chair will:
  - a) preside at regular and special meetings of the Board;
  - b) set the agenda in consultation with the CEO;
  - c) ensure that business is dealt with expeditiously and help the Board work as a team;
  - d) in accordance with *PLA* s. 16(6), vote on all questions;
  - e) act as an authorized signing officer of all documents, including cheques, pertaining to Board business as required;
  - f) coordinate the CEO evaluation process as part of their role serving on the Executive Committee;
  - g) consult with the CEO on the Board orientation process;

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- h) coordinate the Board's evaluation process;
- i) represent the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board;
- j) act as the only authorized spokesperson for the Board unless this is specifically designated to another Board member;
- k) refrain from committing the Board to any course of action in the absence of the specific authority of the Board;
- l) serve as an ex-officio member of all committees including the CEO Performance Evaluation Committee.

### Section 2: Terms of Reference of Vice-Chair

1. The Board shall elect one of its members as Vice-Chair at its first meeting in the new term.
2. The term of office for the Vice-Chair shall be one year term.
3. Subsequent to the election at the first meeting of the term, the election for the Vice-Chair shall take place at the first meeting in each calendar year for the term of the Board.
4. The Vice-Chair may be re-elected.
5. The Vice-Chair shall carry out the duties of the Chair in their absence.
6. The Vice-Chair will:
  - a) act as an authorized signing officer on all cheques as required;
  - b) serve on the CEO Performance Evaluation Committee.

### Section 3: Terms of Reference of the Finance Committee Chair

1. The Board shall elect one of its members as Finance Committee Chair at its first meeting in the new term.
2. The term of office for the Finance Committee Chair shall be one year.
3. Subsequent to the election at the first meeting of the term, the election for the Finance Committee Chair shall take place at the first meeting in each calendar year for the term of the Board.
4. The Finance Committee Chair may be re-elected.
5. The Finance Committee Chair will:
  - a) act as an authorized signing officer on cheques as required;
  - b) review and sign-off on all monthly financial and bank statements;

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- c) report to the Board all expenditures over \$2000 at monthly meetings;
- d) serve on the CEO Performance Evaluation Committee .

### Section 4: Terms of Reference of the Secretary

1. The Chief Executive Officer of the King Township Public Library serves as Secretary of the Board, as permitted by the *PLA* s. 15(5).
2. The Secretary acts as record-keeper to the Board. In the absence of the Secretary, the Board may appoint one of its members as the acting Secretary.
3. In accordance with the *PLA* s, 15(3), the Secretary will:
  - a) be responsible for the Board's official correspondence;
  - b) keep minutes of every meeting of the Board;
    - i. and may appoint a designate to record those minutes;
  - c) prepare the agenda prior to each Board meeting, in cooperation with the Chair;
  - d) ensure the agenda, minutes and all necessary documentation, is made available to all Board members no less than three days prior to the next Board meeting.

### Section 5: Terms of Reference of the Treasurer

1. The Chief Executive Officer of the King Township Public Library serves as Treasurer of the Board, as permitted by the *PLA* s. 15(5).
2. The Treasurer is responsible for all the financial record-keeping of the Board.
3. In accordance with the *PLA* s, 15(4), the Treasurer will:
  - a) receive and account for all the Board's money;
  - b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
  - c) deposit all money received on the Board's behalf to the credit of that account or accounts;
  - d) disburse the money as the Board directs;
  - e) act as an authorized signing officer of all documents pertaining to financial business of the Board.

### Section 6: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the *PLA* s. 15(2), the King Township Public Library Board appoints the CEO, who shall attend all Board meetings.
2. The Board delegates the authority for management and operations of the Library to the CEO.
3. As an officer of the Board, the CEO:
  - a) acts as the Secretary/Treasurer to the Board;



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- b) is not a voting member of the Board;
- c) sits ex-officio on all committees of the Board and acts as resource person ;
- d) assists and supports the Board at the presentation of the Library budget before the Municipal Council;
- e) reports directly to the Board on the affairs of the Library and makes recommendations they consider necessary;
- f) interprets and communicates the Board's decisions to the staff.

### Related Documents:

***BL-02 Composition of the Board***

***BL-05 Meetings of the Board***

***PLA, R.S.O. 1990, c. P.44***

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<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 04
<b>POLICY TITLE</b>	Powers and Duties of the Board		
<b>MOTION NUMBER</b>	2012-04-05	<b>DATE ADOPTED</b>	April 17, 2012
<b>DATE(S) TO BE REVIEWED</b>	April 2016	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

The Board bears legal responsibility for the King Township Public Library. The powers and duties of the Board are prescribed in the ***Public Libraries Act (PLA)***, R.S.O. 1990, c. P.44, to which this bylaw adheres.

1. In accordance with the ***PLA***, the King Township Public Library Board:
  - a) shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
  - b) shall provide library services in French, where appropriate
  - c) shall operate one or more libraries and ensure that they are administered in accordance with this Act and the regulations
  - d) shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
  - e) shall report annually to the Minister and provide additional reports, whether required by this Act and the regulations, or requested by the Minister
  - f) is responsible for ensuring the Board's real and personal property is properly insured
  - g) shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff
  
2. The Board shall be accountable for a responsible financial plan which complies with all current provincial and municipal legislation.
  
3. The Board shall assume responsibility for financial oversight which will include an annual audited financial statement, an annual operating budget and a system of internal controls.

**Related Documents:**

***TBD (GOV-## Purpose of the Board)***  
***PLA, R.S.O. 1990, c. P.44***

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<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 05
<b>POLICY TITLE</b>	Meetings of the Board		
<b>MOTION NUMBER</b>	2012-05-04	<b>DATE ADOPTED</b>	May 15, 2012
<b>DATE(S) TO BE REVIEWED</b>	May 2016	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the King Township Public Library Board. Since the Board 'as a whole' has the authority to act, and not individual members, the Board meeting is the major opportunity for the Board to do its work – to make decisions, solve problems, educate board members, plan for the future and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act (PLA)**, R.S.O. c. P.44.

### Section 1: Types of Meetings

1. In accordance with the **PLA**, s.16.1(2), board meetings shall be open to the public unless the subject matter being considered falls within the parameters of the **PLA**, s.16.1(4) as stated in point 5 of this bylaw.
2. In accordance with the **PLA**, s.16(1), the Board shall hold at least ten regularly scheduled meetings a year (monthly from January to June and September to December, both inclusive) and at such other times as it considers necessary.
3. In accordance with the **PLA**, s.14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the King Township Public Library Board, in each new term of Council, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council.

The CEO shall call this first meeting of the new term, and oversee the election of the officers. The elections begin with the position of chair. Once elections are concluded, the newly elected Chair will assume the chair and preside over the remainder of the meeting.

4. In accordance with the **PLA**, s.16(2), the Chair or any two members of the Board may summon a special meeting by giving each member reasonable notice, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.

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5. In accordance with the *PLA*, s.16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - a) the security of the property of the Board;
  - b) personal matters about an identifiable person;
  - c) a proposed or pending acquisition or disposition of the land of the Board;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
  - f) advice that is subject to solicitor-client privilege, including communications for that purpose;
  - g) a matter in respect of which a board or committee may hold a closed meeting under another Act;
  - h) related to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M56, if the board or committee is the head of an institution for the purposes of that Act (*PLA*, s.16.1(5)).
  
6. In accordance with the *PLA*, s.16.1(6), before holding a meeting or part of a meeting that is to be closed to the public, a Board or Committee of the Board shall state by resolution:
  - a) the fact of the holding of the closed meeting;
  - b) the general nature of the matter to be considered at the closed meeting.
  
7. Board members may attend board meetings via teleconference or other electronic means.
  - a) As all Board meetings are open to the public, teleconference or other electronic meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
  - b) Attendance of a Board member via a teleconference or other electronic means is considered as presence when establishing a quorum.
  - c) Once quorum is established "in situ", business proceeds as usual and votes are recorded by name in roll-call fashion.

### Section 2: Order of Proceedings

1. Parliamentary authority:
  - a) The rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings of the Library Board in cases where the *PLA* is silent and there are no other Board bylaws in place.
  
2. Call to Order:
  - a) Meetings shall be called to order by the Chair on the hour fixed for the meeting.
  - b) In absence of the Chair, the Vice-Chair will preside over the meeting.

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### 3. Quorum

- a) In accordance with the *PLA*, s. 16(5), the presence of a majority of the Board is necessary for the transaction of business at a meeting.
- b) Where a quorum is not present within fifteen minutes of the hour fixed for the meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- c) Nothing in the foregoing shall prohibit members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such a meeting may be executed until ratified by motion at a regular meeting of the Board.
- d) If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.

### 4. Attendance at Meetings:

In accordance with the *PLA*, s. 13, should a member be absent for three (3) consecutive meetings, the Board Chair or their designate will contact the member to determine the circumstances of the absences and report back to the Board. The Board shall then pass a resolution:

- a) authorizing the person to continue as a Board Member or;
- b) authorizing a temporary leave of absence for a limited period of time or;
- c) declaring the member disqualified and the seat vacant. The appointing Council will be notified immediately.

### 5. Agenda:

- a) The agenda focuses the discussion in order to make good use of the Board's time. Meetings of the Board "as a whole" do not re-do the work of staff or of the committees.
- b) The order of business for all regular meetings shall be as follows:
  1. Call to Order
  2. Approval of the agenda
  3. Declarations of conflicts of interest
  4. Minutes of the preceding meeting
  5. Business arising from the minutes
  6. Correspondence
  7. Reports of Board Committees (e.g. Chair's, Finance)
  8. Information (e.g. CEO Report, Library Statistics)
  9. New Business
  10. Adjournment [NOTE: Date of next meeting is included on current agenda]

### 6. Voting:

- a) All motions at Board meetings, except those approving or amending bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw

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shall require a majority vote of at least two thirds of the members in order to be carried.

- b) In accordance with the *PLA*, s.6(6), the Chair or Acting Chair of the Board may vote with the other members of the Board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.

### 7. Minutes:

- a) Once approved, minutes of the meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- b) Minutes are approved at the next meeting of the Board and signed by the Chair and CEO.
- c) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- d) Minutes of closed meetings are kept separately and held to be confidential.

### Section 3: Chairing the Meeting

- 1. The function of the Chair is to act in a leadership role to the Board, ensuring that business is dealt with expeditiously, and also to help the Board work as a team. It is the duty of the Chair of the King Township Public Library to:
  - a) open meetings of the Board by calling the members to order;
  - b) announce the business before the Board in the order in which it is to be acted upon;
  - c) receive and submit, in the proper manner, all motions presented by the members of the Board;
  - d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results;
  - e) decline to put to vote motions which infringe the rules of procedures;
  - f) restrain the members, when engaged in debate, within the rules of order;
  - g) exclude any person from a meeting for improper conduct;
  - h) enforce the observance of order and decorum among the members;
  - i) authenticate, by signing, all bylaws, resolutions, etc, captured in the minutes of the Board;
  - j) instruct the Board on the rules of order
  - k) represent and support the Board, declaring its will, and implicitly obeying its decision in all things;
  - l) receive all messages and communications on behalf of, and announce them to, the Board;
  - m) ensure that the decisions of the Board are in conformity with the laws and bylaws governing the Board.

### Section 4: Deputations to the Board

- 1. Any person wishing to appear before the Board shall advise the CEO one week before the meeting.

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2. The request to appear before the Board shall be in writing, shall state the nature of the matter to be presented and the name of the spokesperson if speaking on behalf of a group.
3. Request Forms shall be available at all branches and may be faxed to the attention of the CEO at the King City branch (See Appendix A).
4. No person other than the designated individual or spokesperson for a group may speak on the matter.
5. No deputant may speak on the matter for more than a total of five minutes, exclusive of the time required to answer questions posed by the Board.
6. The CEO shall give due consideration to the length of the agenda and number of deputation requests received and recommend to the requester the earliest possible date their request may be accommodated.
7. An individual wishing to speak in respect to a matter on the agenda shall request that said matter be noted as an item for separate discussion.
8. The Speaker shall be heard at the time the matter is considered by the Board, and will not be listed as a separate deputation on the agenda.
9. An individual or a group not on the agenda and not appearing with respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the Board members present.
10. Once discussion with respect to a motion or resolution has commenced, no further presentation shall be made by the deputant or by any person other than a Board member, except at the discretion of the Chair.

### Section 5: Conduct of Members

1. The Board values a diversity of opinions and strives to set an environment conducive to exploring ideas.
2. Board members will be courteous and will not engage in any action which disturbs the meeting.
3. Board members will not:
  - a) use unparliamentary or offensive language;
  - b) make any noise or disturbance that prevents members from being able to participate in a meeting;
  - c) interrupt a member who is speaking, except to raise a matter of privilege or a point of order;
  - d) disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or the interpretation of the rules of the Board.

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## Section 6: Conduct of Public

1. Members of the public will be courteous and will not engage in any action which disturbs the meeting.
2. Members of the public will not:
  - a) use unparliamentary or offensive language;
  - b) make any noise or disturbance that prevents members from being able to participate in a meeting;
  - c) address the Board without prior appointment or permission of the Board at the meeting.

## Related Documents:

*Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M56  
*PLA*, R.S.O. 1990, c. P.44 s. 14, 16  
*Robert's Rules of Order Newly Revised* 11<sup>th</sup> edition



# King Township Public Library

## Appendix A



### KING TOWNSHIP PUBLIC LIBRARY BOARD

### DEPUTATION/PRESENTATION REQUEST FORM

The deputation/presentation request form and any written submission and background information for consideration by the King Township Public Library Board for scheduled meetings must be submitted to the CEO by 4:30 p.m. one week prior to the meeting. The Board and the CEO reserve the right to refuse or defer any deputation at any time. The Board may not be required to answer any questions in regards to the deputation as it is strictly for information purposes only and not intended for discussion. If discussion is required, it is the discretion of the Board as to when that discussion will occur.

#### PLEASE PRINT

I am requesting deputation to speak:

on my own behalf – your name: \_\_\_\_\_

on behalf of a group/organization/association – please state name of group/organization/association: \_\_\_\_\_

#### **Subject of Presentation**

Please describe below, the subject matter of the requested oral submission in sufficient detail so as to provide the Board with a means to determine its content and to assess its relative priority to other requests for oral submission. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with the Library's Strategic Plan or Policies. Please note, if you intend to include handouts or a presentation using electronic devices, one (1) copy of an electronic presentation and twelve (12) hard copies of the presentation including any handouts are to be delivered to the CEO *no later than noon on the Thursday prior to the meeting in which you are approved to present.*


#### **Reason why this presentation is important to the Board and the library:**


**Scheduling Request:** Please state your preferred presentation date and time required. Deputations are permitted at regular Board meetings, are scheduled on the third Tuesday each month, except July and August.

Date: \_\_\_\_\_ Time required (maximum – 5 minutes): \_\_\_\_\_

Date of Request: \_\_\_\_\_

Signature of Speaker(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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<b>POLICY TYPE</b>	Bylaws	<b>POLICY NUMBER</b>	BL - 06
<b>POLICY TITLE</b>	Amendment of Bylaws		
<b>MOTION NUMBER</b>	2012-05-04	<b>DATE ADOPTED</b>	May 15, 2012
<b>DATE(S) TO BE REVIEWED</b>	May 2016	<b>DATE(S) REVIEWED</b>	
<b>DATE(S) AMENDED</b>		<b>MOTION NUMBER(S)</b>	

Bylaws are fundamental governing rules of the Board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. Any member of the Board can propose a review or an amendment of a bylaw.
3. Amendments to the Bylaws require a two-thirds vote by the total membership, with at least 30 days notice.
4. Bylaws, or amendments to bylaws are effective at the time of approval by Board motion.

**Related Documents:**

***BL - 05, Meetings of the Board***