



BOARD GUIDELINES FOR

OPERATION OF THE BOARD

COMMITTEE:	Governance Committee	PASSED:	September 11, 2014
TOPIC:	Board Governance	AMENDED:	26 November 2015; 26 May 2016
		REVIEW PERIOD:	As required.

BOARD GUIDELINES

These guidelines describe the structure and operation of the Library Board.

Board Executive

At the first meeting in January of each year the Board shall elect a Chair and Vice-Chair, who will be eligible for re-election for a further one-year term. In general, the Chair should hold office for no more than two consecutive years, unless the Board waives the limitation.

Committee and Liaison Appointment

At this first meeting the Chair may also make the following appointments:

- InterLINK (Director and Alternate)
- Friends of the Library (Liaison)
- North Vancouver Board of Education (Liaison)
- Finance and Infrastructure Committee (standing committee)
- Human Resources Committee (standing committee)
- Governance Committee (standing committee)
- Advocacy Committee (committee of the whole)

In consultation with members of the Board, the Board Chair shall appoint all committees. The Board chair shall be ex-officio member except the Human Resources and Advocacy committee, where the Board chair is a full voting member.

The Chair may make further appointments to any ad hoc committees as deemed necessary.

Committees assist Board activities by doing the groundwork and research in designated areas of concern for Library policy, and making recommendations on that policy to the full Board where the final decisions are made.

Function of the Library Director

The Director of Library Services acts as Secretary to the Board.

The Board appoints the Director of Library Services as principal administrator of library services for the District of North Vancouver.

Meetings

The Board usually meets monthly. Special meetings are at the call of the Chair.

In consultation with the Board Chair, the Secretary to the Board prepares the agenda and all documentation for Board meetings. Board packets are distributed five days before the meeting.

Board members wishing to have an item placed on the agenda should inform the Board Chair or Director of Library Services one week prior to the meeting.

The agenda for all meetings is posted on public bulletin boards in each branch and on the notice board in the District Hall on the Friday prior to a regular Library Board meeting.

Except for in camera sessions that relate to personnel, labour relations or other topics as outlined in Section 242.2 of the Municipal Act, Board meetings are open to the public.

The Board uses the latest edition of Robert's *Rules of Order* as its parliamentary manual.

Delegations

The Library Board welcomes community members and delegations and will facilitate public input at regular Board meetings.

- a) Requests to appear at a board meeting are received and scheduled by the Director of Library Services.
- b) Any member of the public may be a delegation or send correspondence, either on his or her own behalf or as a representative of an organization or group, to present information, a viewpoint, or a concern regarding matters that are the responsibility of the Board.
- c) Correspondence will be acknowledged and circulated to all members of the Library Board at a subsequent meeting.
- d) Delegation appearance and subject will be noted in the agenda and minutes.
- e) The Board reserves the right to limit the number of delegations (scheduled and unscheduled) per meeting.
- f) Scheduled delegations will be allowed a maximum of two speakers and a total of 5 minutes to make their presentation. In certain circumstances the chair may make exceptions.
- g) Unscheduled delegations will be scheduled as deemed possible by the chair.
- h) The Board asks questions to seek clarification or for more information.
- i) The Board may refer delegations or correspondence to the Director of Library Services for further review or resolution.

- j) Delegations may choose to remain for the balance of the public meeting, but may not speak to other items on the agenda.

Board Self-Evaluation

The Board will undertake self-evaluations to ensure the quality of board meetings, that the Board is fulfilling the Library Act, and that it is effectively meeting the needs of the community and the governance of the Library.

The Director of Library Services is responsible for recommending the self-evaluation tool and process, and the Board is responsible for its execution, consideration of its results, and the implementation of any subsequent board development action plans.

Board self-evaluations will:

- take place regularly and at least annually, preferably in October
- examine both strengths and weaknesses
- inform the board development action plans
- be collected, summarized and presented, by the Director of Library Services, at the following board meeting for discussion