

**BOARD GUIDELINES**

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**BG-GOV-01.1**

**OPERATION OF THE BOARD**

COMMITTEE: Governance Committee	PASSED: September 11, 2014
TOPIC: Board Governance	AMENDED: 26 November 2015; 26 May 2016; 24 May 2022; 27 June 2024
	REVIEW PERIOD: As required

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 Board 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 Board Chair may also make the following appointments:

- InterLINK (Director and Alternate)
- Finance and Audit 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 an ex-officio member except for the Human Resources and Advocacy committee, where the Board Chair is a full voting member.

The Board 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 Director of Library Services**

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. The relationship between the Library Board and Director of Library Services is often characterized as a “partnership in governance”.

## **Meetings**

The Board will meet six times a year for regular Board meetings. Special meetings are at the call of the Board 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 the Library's website 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.

It is the Board Chair's responsibility to bring off-topic discussions to a close. The Board Chair will maintain a Speaker's List. The Board Chair is to invite all Trustees to speak and table additional items, when time is not permitting, until the next board meeting.

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 Board Chair may make exceptions.
- g) Unscheduled delegations will be scheduled as deemed possible by the Board 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:

- happen annually
- examine both strengths and weaknesses
- inform the Board's development of action plans
- be collected, summarized and presented in a verbal update, by the Governance Committee Chair, at the following board meeting for discussion