

**POLICY: BOARD COMMITTEES**

**POLICY #: B-GOV-02**

COMMITTEE:	Governance Committee	PASSED:	October 13, 2005
TOPIC:	Board Governance	AMENDED:	Rev. July 10, 2014 26 November 2015; 26 May 2016
		REVIEW PERIOD:	3 - 5 years

**PURPOSE**

To describe the operations of the Board’s standing and ad hoc committees.

**POLICY**

**Standing Committees**

The Library Board shall appoint standing committees to assist with ongoing responsibilities such as finance, human resources and governance.

Where the Director of Library Services and Board Chair are ex-officio members, they attend committee meetings, but do not have a vote. The Board Chair is a voting member of the Human Resources Committee.

The Director of Library Services will send out notice of committee meetings and agenda, take minutes at meetings, and send out minutes to committee members.

Motions must be made (but need not be seconded) and voted on at committee meetings.

Once a committee has decided on its recommendations to the full Board, it is up to the Director of Library Services to put these recommendations in an acceptable form for the committee chair to present at the Board meetings.

**Ad Hoc Committees**

The Library Board may appoint special or ad hoc committees to solve problems of limited duration. An ad hoc committee is a special, one-task, short-term committee, which has a definite length of term. Some members of an ad hoc committee may be drawn from outside the Library Board but the committee operates in the same manner as a standing committee.

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.