

MANAGEMENT REPORT

Date: August 1, 2023
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VanRIMS #: DOC/2023/174132

Meeting Date: September 27, 2023

TO: Library Board

FROM: Kevin Lowe, Chair, Governance Committee

SUBJECT: Board Procedure and Board Delegation of Authority Policies

SUMMARY

This report provides amendments to the Board Procedure Policy following discussion at the May and June Governance Committee meetings. The amendments are intended to improve organization and clarity, and to remove the Public Participation, the Delegation to Chief Librarian and the Monitoring Executive Performance content, all of which are being established as or within separate policies. The new Public Participation policy was approved by the Board at the May 24, 2023 meeting.

PURPOSE

This report is for decision.

RECOMMENDATION

That the Library Board approve:

- A. The Board Delegation of Authority policy
- B. The revised Board Procedure policy

COMMITTEE DISCUSSION

The Governance Committee reviewed the changes to the definition section, refined the Indigenous Considerations, and reviewed areas with more substantive changes including to the number of vice-chairs, minimum numbers of committee members to vote on an issue, and

appointment of committee members. The Committee discussed the policy at both the May and June Governance meetings.

INDIGENOUS CONSIDERATIONS

The recommended revisions to the Board Procedure policy add the section Indigenous Considerations, incorporating reference to section 5 of UNDRIP, and noting that the Board will continuously review its procedures to incorporate Indigenous ways of knowing, being and doing to enable these rights. The Governance Committee may wish to consider future work to intentionally incorporate Indigenous practices into Library Board procedure. The Board is able to modify its procedure policy to govern its practices, and is obligated to follow the procedures that are contained in policy.

BACKGROUND

The meetings of the Vancouver Public Library Board are governed by the Library Act, RSBC 1996, c.264, which does not identify criteria for open meetings or public participation. However, the Board has an established history of open meetings, and has been guided by the Vancouver Charter in its procedures.

The Board last revised the Board Procedure policy in October 2019, revising sections related to open and closed meetings and public participation, and modelled these revisions on the *Vancouver Charter* and the *Community Charter*, SBC 2003, c.26, as well as Toronto Public Library policy.

DISCUSSION

The Board Chair, Vice-Chair, and Chief Librarian & CEO have identified further opportunities to clarify and improve the Board Procedure policy and to simplify the policy, both through re-ordering some content, and by separating the Public Participation content and the Monitoring Executive Performance content from the policy governing the meetings and other business of the Library Board.

In addition, following discussions of the Board's delegation of authority to the Chief Librarian & CEO, and ongoing efforts to distinguish governance and operating decisions, it is recommended that the Board establish a separate policy for Board Delegation of Authority.

At the May Governance Committee meeting, the Committee recommended that the Board approve the draft Public Participation policy, and this new policy was approved by the Board on May 24, 2023. Discussions on the Board Delegation of Authority policy, Board Procedure policy, and Monitoring Executive Performance content were deferred to the June Governance Committee meeting.

Appendix A. Draft Board Delegation of Authority policy

The Board Delegation of Authority policy creates a new policy using content found in section 22 “Role and Responsibility of the Chief Librarian and Board-Chief Librarian Linkage” of the Board Procedure policy. The content remains largely the same, with the addition of a statement acknowledging that the Chief Librarian and CEO may further delegate responsibilities and authorities to staff, and the addition of Definitions and an Indigenous Considerations section.

Appendix B. Draft Board Procedure Policy

Changes to the Board Procedure Policy include:

- adding definitions section, including types of Board meetings
- establishing that the Board recognizes UNDRIP and the rights of the MST Nations in library governance in Indigenous considerations
- reducing the number of Vice-Chairs to one at s.3(a)
- clarifying that votes will be recorded upon request of each individual voting at s.11(g)
- clarifying the process for establishing members of a committee at s.21
- clarifying the role of the Board Chair at s.22
- removing duplication between sections and moving content to group like-issues together
- simplifying/editing toward more ‘plain language’

Appendix C. Current Board Procedure Policy

The existing Board Procedure policy is provided for reference as Appendix C. A track changes version can be provided upon request.

FINANCIAL IMPLICATIONS

There are no financial implications.

FINAL REMARKS

The Vancouver Public Library Board commands the use and disposition of significant public assets. The Library Board has established the Board Procedure Policy to be transparent about its procedures, recognizing the responsibilities of a public Board governing public assets. Separating content relating to public participation at library board meetings and delegation of operational responsibility to the Chief Librarian & CEO will provide greater ease of use for the public and Board members.

APPENDIX A

DRAFT Board Delegation of Authority Policy

Objective

This policy defines the decision-making responsibilities that are delegated to the Chief Librarian & CEO by the Vancouver Public Library Board. This policy ensures the accountability of the Chief Librarian & Chief Executive Officer to the Vancouver Public Library Board in terms of personal and operational performance.

Scope

This policy applies to the Chief Librarian & CEO. It encompasses library operations, administration and management, levels of financial authority and accountability, and performance evaluation (sections 9,10,11, and 12 of the British Columbia Library Act)

Definitions

Board Member: individual appointed by Vancouver City Council to the Library Board under s.5 of the British Columbia Library Act, including the member of Vancouver City Council appointed by Council to serve on the Library Board.

Chief Librarian & CEO: individual appointed by the Library Board as chief librarian under s.9 of the British Columbia Library Act.

Library Board: the Vancouver Public Library Board, appointed by Vancouver City Council under s.5 of the British Columbia Library Act.

Library Staff: employees of the Library Board hired under the delegated authority of the Chief Librarian & CEO.

VPL: the organization commonly known as Vancouver Public Library, as governed by Library Board.

Indigenous Considerations

It is the responsibility of the Chief Librarian & CEO to implement the Library Board's direction with respect to VPL's Indigenous Rights and Reconciliation Strategy.

Policy Statements

1. General

The Library Board is governed by the British Columbia Library Act, and is responsible for the effective management of VPL resources and delivering relevant and meaningful library services to the residents of Vancouver.

2. Accountability of the Chief Librarian & CEO

In order to facilitate optimum operational effectiveness, the Library Board recognizes that the Chief Librarian & CEO exercises all authority over and accountability of Library Staff and operations.

- a) The Library Board's sole official connection to the operational organization, its achievement, and conduct will be through the Chief Librarian & CEO, whose sole accountability is to the Library Board.
- b) Board Members shall not deal directly with Library Staff unless otherwise requested by the Chief Librarian & CEO.
- c) The Library Board will not give instructions to persons who report directly or indirectly to the Chief Librarian & CEO.
- d) The Library Board will not evaluate, either formally or informally, any Library Staff other than the Chief Librarian & CEO.

3. Unity of Control

Only the Library Board, by majority vote, has authority over the Chief Librarian & CEO.

- a) Decisions or instructions of a Board Member, officer or committee are not binding on the Chief Librarian & CEO except in circumstances when the Library Board has specifically authorized such instruction, through motion of the Library Board.
- b) If a Board Member requests information or assistance without Library Board authorization, the Chief Librarian & CEO can refuse such requests at their discretion.

4. Delegation of Authority to the Chief Librarian & CEO

All Library Board authority and accountability delegated to management is delegated through the Chief Librarian & CEO.

- a) The Library Board will instruct the Chief Librarian & CEO through written policies, Strategic Plan, Budget approval, and Board motions, providing general direction on what is to be achieved and the values, behaviours and business practices of the Library, allowing the Chief Librarian & CEO to use any reasonable interpretation of these policies. The Chief Librarian & CEO is authorized to establish all further policies, make all decisions, take all actions and develop all activities, which are true to these Library Board directions.
- b) The Chief Librarian & CEO may further delegate powers, duties and functions assigned by the Library Board to any Library Staff through an administrative policy, job description, or other written authorization.

5. Financial Authority

The Library Board delegates financial authority provided in the Library Act through the Capital Budget policy, Operating Budget policy, Library Financial Reserves policy, and Procurement Policy.

6. Freedom of Information and Protection of Privacy Act

The Library Board delegates all powers and duties granted or vested in the head under the Freedom of Information and Protection of Privacy Act to the Chief Librarian & CEO.

Non-Compliance Consequences

Library Staff who do not comply with this policy may face disciplinary action, up to and including termination of employment. The Library Board may request that Council remove a Board Member who fails to comply with this policy.

Related Policies

- Board Communications Protocol
- Board Governance Principles policy
- Board Procedure policy
- Chief Librarian and CEO Performance Review Framework
- Capital Budget policy
- Financial Reserves
- Operating Budget policy
- Protection of Privacy policy
- Procurement Policy

Approval History

<u>ISSUED</u> <u>BY:</u>	<u>APPROVED</u> <u>BY:</u>	<u>DATE:</u>		NEW POLICY
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DATE OF NEXT REVIEW		<u>REVIEW CYCLE</u>	5 Years
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APPENDIX B

Draft Revised Board Procedure Policy

Objective

This policy sets out the procedures for the meetings of the Vancouver Public Library Board and its committees and the responsibilities of the Board Chair and Committee Chairs.

Scope

This policy applies to Library Board Members, the Chief Librarian & CEO, and Library Staff, and is applicable to all meetings of the Library Board and its committees.

Definitions

Board Chair: Board Member elected by the Library Board to serve as Chair of the Library Board for the year, as required by s.7 of the British Columbia Library Act, or Board member acting in this role due to absence or vacancy of the Chair.

Board Meeting: any gathering of the Library Board for the purpose of conducting VPL business, in-person or by virtual means.

Board Member: individual appointed by Vancouver City Council to the Library Board under s.5 of the British Columbia Library Act, including the member of Vancouver City Council appointed by Council to serve on the Library Board.

Chief Librarian & CEO: individual appointed by the Library Board as chief librarian under s.9 of the British Columbia Library Act.

Committee Chair: Board Member appointed by the Library Board to serve as chair of a committee.

Committee Meeting: meeting of a committee established under s.21 of the Board Procedure Policy.

Inaugural Board Meeting: first Board Meeting of each calendar year, at which the Chair and Vice-Chair are elected as required by s.7(1) of the British Columbia Library Act.

Library Board: the Vancouver Public Library Board, appointed by Vancouver City Council under s.5 of the British Columbia Library Act.

Library Staff: employees of the Library Board hired under the delegated authority of the Chief Librarian & CEO.

Regular Board Meeting: Board Meeting scheduled at the beginning of the calendar year and posted publicly as part of the regular meeting schedule.

Special Board Meeting: Board Meeting called by the Board Chair under s.7(h) of the Board Procedure Policy.

VPL: the organization commonly known as Vancouver Public Library, as governed by the Library Board.

Indigenous Considerations

The Library Board affirms the rights of the Musqueam, Squamish and Tseil-Waututh Nations in the UN Declaration on the Rights of Indigenous Peoples, including Article 5, that Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and cultural institutions, while maintaining their right to participate fully, if they so choose, in political, social and cultural life. The Library Board will continuously review its procedures to incorporate Indigenous ways of knowing, being and doing to enable these rights.

POLICY STATEMENTS

The Library Board enacts the following procedures for regulation of the business of the Library Board:

1. INAUGURAL BOARD MEETING

- a) The Inaugural Board meeting ~~may~~shall ordinarily take place at the first scheduled Board Meeting in the calendar year at an hour to be fixed by the Chief Librarian & CEO in consultation with Board Members. In the event that new Board Members have not been appointed to the Library Board, the Inaugural Board Meeting may be postponed to the next scheduled Board Meeting following the appointment of new members.
- b) The Chief Librarian & CEO shall call the Inaugural Board Meeting to order and conduct the election of the Board Chair.

2. BOARD CHAIR

- a) The Board Chair shall be elected from among the Board Members present by majority vote.
- b) If more than one candidate is nominated, there shall be a secret ballot. In the event of a tie vote, the Chief Librarian & CEO shall declare a one half hour recess and then reconvene the Library Board to hold a secret ballot. Should that vote also be a tie, the Chief Librarian & CEO shall adjourn the meeting for one week and continue the Inaugural Board Meeting at that time by holding the appropriate elections. The term of the Board Chair shall be until the next Inaugural Board Meeting.

- c) In the event of the Board Chair being declared vacant, the Library Board shall elect a new Board Chair on the basis described in (a) and (b) above.
- d) If the Board Chair is not present at a Board Meeting, when quorum is present, the Vice Chair has all the powers of the Board Chair, and is subject to all rules applicable to the Board Chair.
- e) If neither the Board Chair nor the Vice Chair is present at a Board Meeting, when quorum is present, Board Members may elect an acting Board Chair, who has, during the meeting, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.
- f) The Board Chair shall vote on all questions and motions submitted and shall have the same rights and be subject to the same restrictions as to participation and debate as other Board Members.

3. VICE CHAIR

- a) There shall be one Vice Chair to be elected at the Inaugural Board Meeting, in the same manner as the Board Chair, with the Board Chair presiding. The term of the Vice Chair shall be until the next Inaugural Board Meeting.
- b) In the event of the office of the Vice Chair being declared vacant, the Library Board may elect a new Vice Chair to complete the term.
- c) When the Board Chair is unable to carry out all or any of the designated duties, the Vice Chair, or if absent, such other appointed Board Member, shall act for the Board Chair until such time as the Library Board makes other arrangements.

4. SECRETARY

- a) The Chief Librarian & CEO is Secretary to the Library Board and shall record all minutes of the proceedings of the Library Board and committees, with the exception of meetings related to the performance of the Chief Librarian & CEO. When the performance of the Chief Librarian & CEO is the subject of a meeting, Board Members will designate a Board Member as Secretary.
- b) Such minutes may be adopted after any necessary amendments are made provided the Board Members have been furnished with a copy at least the day prior to the Board Meeting.
- c) All Library Board minutes shall be approved by the Chair and the Secretary in attendance at the Board Meeting.

5. QUORUM

- a) A quorum of the Library Board shall be a majority of all of its Board Members, present in person or virtually during a Special Board Meeting under s.7(h), or responding to a poll between Board Meetings under s.7(i).
- b) If after the expiry of half an hour from the appointed time of a Board Meeting, a quorum is not present, the Board Chair (or acting Board Chair), may convene a meeting of the Committee of the Whole. This Committee shall follow the

scheduled Board agenda and its deliberations shall be ratified at the next Inaugural, Regular or Special Board Meeting.

6. LIBRARY STAFF ATTENDANCE

- a) The Chief Librarian & CEO will be present at all Board Meetings, including all in-camera meetings, with the exception of meetings related to the performance of the Chief Librarian & CEO. Other Library Staff may be requested to leave at the discretion of the Chief Librarian & CEO or Board Chair.
- b) In the event the Library Board must discuss a matter related to the termination of the Chief Librarian & CEO, the City Solicitor will be invited to be present.

7. BOARD MEETING SCHEDULE AND NOTICE

- a) All Regular Board Meetings will be open to the public, except as provided in s.8.
- b) Following the Inaugural Board Meeting, the Chief Librarian & CEO shall recommend to the Board Chair a schedule of Regular Board Meetings for consideration.
- c) The Chief Librarian & CEO shall ensure that the Regular Board Meeting schedule is posted on VPL's website following the Inaugural Board Meeting.
- d) The Board shall hold, at regular intervals, not less than five (5) Regular Board Meetings a year, following the Inaugural Board Meeting.
- e) Notwithstanding (c) above, the Library Board may alter the number, the times and the dates of meetings as it sees fit as long as the Library Board meets six (6) times during the year.
- f) The Chief Librarian & CEO shall ensure proper notice of any Board Meeting is furnished to each Board Member by having notice of such meeting delivered to the members at their place of business, residence, by personal delivery, or electronic mail.
- g) Except by unanimous consent of all members, at least 48 hours' notice of all Board Meetings shall be given.
- h) The Board Chair or any two (2) members may call a Special Board Meeting by notifying, in writing, the other Board Members at least two (2) days before the meeting and stating in the notice the purpose of the meeting.
- i) Should a Library Board decision be required between Regular Board Meetings, the Board Chair may authorize a telephone, virtual or email poll of the Library Board in order to arrive at the decision. Minutes of the telephone, virtual or email poll will be presented for approval by the Library Board at the next Regular Board Meeting. Should two (2) or more Board Members declare a preference for a Board Meeting to discuss the item and timing permits; the Board Chair will call a Special Board Meeting.

8. BOARD MEETINGS CLOSED TO THE PUBLIC (IN CAMERA)

- a) The in camera agenda shall be set by the Board Chair, in consultation with the Chief Librarian & CEO, prior to the meeting. During a Board Meeting, the Library Board may move to refer an appropriate item to an in camera session.
- b) Notice of planned in camera discussion will be provided as part of the Regular Board Meeting agenda, and will include notice of the subject matter being considered as detailed in s.8(c).
- c) A part of a Library Board or Committee meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - i. Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of VPL;
 - ii. Personal information about an identifiable individual who is being considered for an award or honour, or who has offered to provide a gift to VPL on condition of anonymity;
 - iii. Labour relations or other employee relations;
 - iv. The security of the property of VPL;
 - v. Property matters where a divulgence of the discussion would likely result in prejudice to VPL;
 - vi. Law enforcement; if the Library Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - vii. Litigation or potential litigation affecting VPL;
 - viii. The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - ix. Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under s.21 (disclosure harmful to business interests of a third party) of the Freedom of Information and Protection of Privacy Act.
 - x. Discussions respecting the development of a policy or the proposed provision of an activity, work or facility that are at their preliminary stages and that, in the view of the Library Board, could reasonably be expected to harm the interests of VPL or the City of Vancouver if they were held in public;
 - xi. The consideration of whether a Board Meeting should be closed under a provision of this subsection.
- d) The Library Board must not vote on the adoption of a policy during any Board Meeting that is closed to the public.
- e) Library Staff reports should identify when the agenda item can be removed from in camera, if ever, and, wherever feasible and appropriate, the removal of an item from in camera should be set in the motion of the report as a pre-

approval by the Library Board so that Library Staff may remove the item as a matter of operations.

If an in camera item does not have an associated pre-approval from the Library Board for removal from in camera, the decision to remove the item from in camera must first be decided by an in camera vote of the Library Board.

- f) When an item is removed from in camera, the approved motions will be included in the Board Agenda of the next Regular Board Meeting.

9. ORDER

- a) The Board Chair shall preserve order and decide all questions of order subject to an appeal to the Library Board.
- b) On request, the Board Chair shall state the rule applicable in determining the point of order:
 - i. There shall be an appeal to the Library Board from the ruling of the Board Chair. This appeal shall be decided without debate; the Board Chair putting the question, "Shall the decision of the Chair be sustained?"
 - ii. If the Chair is sustained, the position taken by the Board Chair shall be acted upon.
 - iii. If the Chair is not sustained, the appeal is successful and the Board Chair recognizes the Board Member's point of order as valid and directs the proceedings accordingly.
- c) A two-thirds vote of the Board Members present shall be necessary to overrule the Board Chair.

10. ORDER OF BUSINESS

- a) The general Order of Business at a Regular Board Meeting shall ordinarily be as follows (to be confirmed at the Inaugural Board Meeting):
 - i. Establishment of quorum
 - ii. Acknowledgement of Musqueam, Squamish and Tsleil-Waututh land
 - iii. Public presentations
 - iv. Invited presentations
 - v. Approval and additions to the Agenda
 - vi. Approval of minutes of previous meeting
 - vii. Request for information from Vancouver Board of Parks and Recreation, Vancouver School Board, CUPE Local 391, VPL Friends, VPL Foundation, other
 - viii. Decision items
 - ix. Discussion items

- x. Consent agenda (Information items)
 - xi. New business
 - xii. Adjournment
- b) By a majority vote of the Board Members present and without debate, the Order of Business of any Board Meeting may be varied.
 - c) The Chief Librarian & CEO, in consultation with the Board Chair, shall prepare the agenda for Board Meetings.
 - d) The Chief Librarian & CEO shall ensure that Regular Board Meeting and Inaugural Board Meeting agendas are posted publicly at least 5 days prior to meetings, and 2 days prior to Special Board Meetings called under s.7(h).

11. VOTING

- a) See Sections 9(a), (b), and (c) respecting order.
- b) The Board Chair shall name the designated speaker.
- c) Any Board Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- d) Every Board Member present at a Board Meeting, when a question is put, shall vote thereon, unless they have declared a conflict of interest, are excluded by the Board Chair, or unless the Board Member declares that they are prohibited by law from voting; and if any member persists in refusing to vote for other than the reasons stated, they shall be recorded as voting in the affirmative on the question before the Library Board.
- e) In the case of an equal division on any vote taken, the question shall be decided in the negative.
- f) The names of Board Members voting "for" or "against" the question or motion shall not be entered in the minutes unless a Board Member calls for a recorded vote.
- g) If any Board Member shall call for a recorded vote, the names of those voting "for" or "against" the question or motion shall be entered in the minutes upon the request of each Board Member so voting.
- h) The method of holding a secret ballot shall be as follows:
 - i. Each member of the Library Board shall register a vote in writing on a numbered ballot provided. The Chief Librarian & CEO shall collect the ballots and shall call out and record the votes, and shall record the number of votes for and against in the minutes.
 - i) When a Board Member is speaking, no other Board Member shall interrupt except to raise a point of order. When a question is being put to vote, no Board Member shall walk across or out of the room, or make any noise or disturbance until the votes are taken.

- j) No action of the Library Board shall be considered passed unless at least four (4) Board Members vote on the resolution.

12. RESCISSION OF RESOLUTIONS

- a) No resolution passed by any Library Board shall be rescinded during the Library Board's term of office except by a 2/3 vote of the entire Library Board. The Library Board's term of office shall be from Inaugural Board Meeting to Inaugural Board Meeting.

13. RULE OF PROCEDURE

- a) Any rule of procedure under this policy may be suspended during the Board Meeting by a vote of two-thirds of the Board Members present.
- b) In all unprovided cases, the proceedings of the Library Board and its committees shall be guided by Robert's Rules of Order, newly revised.

14. MOTIONS

- a) All motions at Board Meetings shall be presented before being debated.
- b) Prior to decision or amendment, a motion may be withdrawn with the approval of the Library Board.
- c) Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided upon or withdrawn before the main question is put to vote. Only one amendment of the main motion and one amendment to the amendment may be permitted at any time.
- d) When the question under consideration contains more than one distinct proposition, a separate vote upon each proposition shall be taken if any Board Member so requires.
- e) After the question is finally put by the Board Chair, no Board Member shall speak to the question nor shall any other motion be made until after the result is declared, and the decision of the Board Chair as to whether the question has been finally put shall be conclusive.
- f) A question or referral, until it is decided, shall preclude all amendments of the main question.

15. NEW BUSINESS

- a) New Business shall be considered as business not on the Board Meeting agenda.
- b) Any Board Member desiring to bring before the Library Board any new matter requiring a decision of the Library Board at that meeting, other than a point of order or of privilege, shall do so by way of motion.

- c) If any Board Member present at the time such motion is presented and before debate thereon calls for a "notice of motion", then the motion shall be at once ordered placed on the agenda of the next Regular Board Meeting.

16. NOTICE OF MOTION

Any Board Member may give "notice" of a motion by giving a copy to the Board Chair during a Board Meeting and upon being acknowledged by the Board Chair in a formal session, the motion shall appear in the minutes of that meeting as "Notice of Motion", and be placed on the agenda of the next Regular Board Meeting.

17. CONDUCT AT BOARD MEETINGS

17.1 Conduct of Board Members at Board Meetings

- a) Board Members will be courteous and will not engage in any action which may disturb the meeting.
- b) Board Members will inform the Board Chair each time they leave or re-enter the meeting.

17.2 Conduct of Public at Board Meetings

- a) Members of the public are expected to behave respectfully and not disrupt the meeting.
- b) Signs or placards are not permitted.
- c) Filming, audio recording or taking photographs during the Board Meeting is not permitted.
- d) The Board Chair may exclude any person from the Board Meeting for improper conduct.
- e) Public presentations are governed by the Public Participation policy.

17.3 Conduct of Chief Librarian & CEO and Library Staff at Board Meetings

- a) The Chief Librarian & CEO and Library Staff will be courteous and will not engage in any action which may disturb the Board Meeting.
- b) Signs or placards are not permitted.
- c) The Board Chair may exclude any person from the Board Meeting for improper conduct.

18. SPEAKING TIME

The Board Chair may limit a Board Member to five (5) minutes speaking time on any subject, except in the case of the mover of a motion, who then may have an additional five minutes in which to close the debate.

No Board Member shall speak more than once on the same question without the permission of the Board Chair, and only after each Board Member has taken or passed his turn of speaking.

19. ADJOURNMENTS

A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been made.

20. COMMITTEES

Committees shall be established by the Library Board specifying the Terms of Reference and any instructions.

a) Standing Committees

The Library Board has three standing committees: the Community Relations, Planning and Development (CRPD) Committee; the Services, Finance and Human Resources (SFHR) Committee; and the Governance Committee.

- i. Following the Inaugural Board Meeting, the Board Chair, after consulting with all Board Members on their committee preference, shall appoint chairs of the standing committees and shall appoint Board Members to sit on standing committees. ~~and after consultation with Board Members, shall appoint chairs of the standing committees.~~
- ii. Standing committee appointments shall be presented to the Library Board by the Board Chair at the first Regular Board Meeting following the Inaugural Board Meeting or at any other time deemed appropriate.
- iii. In accordance with its particular function, a standing committee may appoint sub-committees.

b) Adhoc Committees

- i. The Board may establish adhoc committees.
- ii. Members of adhoc committees may include Board Members, Library Staff and external parties.
- iii. Adhoc committee appointments shall be presented to the Library Board by the Board Chair at the first Regular Board Meeting following the appointment of the members.

c) Committee Procedures

- i. Each Committee Chair shall be responsible for calling the first Committee Meeting and may call other Committee Meetings, as necessary.
- ii. A majority of the appointed committee members shall constitute a quorum.

- iii. The Board Chair shall be a member ex-officio of all committees, and when present, shall be included in arriving at a quorum, and may vote on any motion.
- iv. Committee reports shall be presented to the Library Board by the Committee Chair, or in their absence, by another member of the committee.
- v. Any committee member who is a Board Member shall have the right to submit a minority report to the Library Board.
- vi. Motions at Committee Meetings do not require a seconder.
- vii. Any main motion of a committee which results in a tie vote shall be reported by the Committee Chair for the Library Board's consideration.
- viii. No action of a committee shall be considered passed unless at least three (3) members vote on the resolution.
- ix. No action of any committee, unless power to take such action is expressly conferred on the committee, shall be binding on the Library Board, unless and until the same has been reported to the Library Board by such committee, and such report has been adopted by the Library Board.
- x. The general rules of procedure in sections 4 through 20 which apply to Board Meetings shall apply to Committee Meetings, as applicable.
- xi. At the first meeting of each committee annually, the committee's Terms of Reference shall be reviewed.

21. ROLE AND RESPONSIBILITIES OF BOARD CHAIR

In addition to the responsibilities associated with Board Meetings as described above, the Board Chair shall:

- a) Determine Library Board assignments as liaisons to elected representatives and affiliated organizations as appropriate.
- b) Act as the primary linkage to the Chief Librarian & CEO and ensure that the Chief Librarian & CEO implements Library Board decisions.
- c) Sign Library Board minutes.
- d) Answer all correspondence addressed to the Library Board and circulate to Board Members.
- e) Coordinate presentations to City Council and its committees.
- f) Maintain liaison with all Board Members and, in particular, Committee Chairs.
- g) Represent the Library Board at official functions, or delegate this role to another Board Member as appropriate.
- h) Act as primary spokesperson for the Library Board.

Related Policies

- Board Communications Protocol
- Board Delegation of Authority Policy
- Chief Librarian and CEO Performance Review Framework
- Public Presentations at Board Meetings policy

APPENDIX C



BOARD POLICY

SUBJECT: Board Procedure Policy	
CATEGORY: Board	POLICY CODE: VPL-BD-Board-001-2016

Objective

This policy sets out the procedures for the meetings of the Vancouver Public Library Board and its committees.

Scope

This policy applies to members of and delegations to the Vancouver Public Library Board.

Policy Statements

The Library Board of the City of Vancouver in open meeting assembled enacts the following procedures for regulation of the business of the Board:

1. Presentations and Delegations
2. Inaugural Meeting
3. Chair
4. Vice Chair
5. Secretary
6. Quorum
7. Board Meetings
8. Order
9. Order of Business
10. Voting
11. Rescind
12. Rule of Procedure
13. Motion
14. New Business
15. Notice of Motion
16. Conduct at Meetings
17. Additional Meetings
18. Speaking Time
19. Adjournments
20. Committees
21. Role and Responsibility of the Board Chair
22. Role and Responsibility of the Chief Librarian and Board-Chief Librarian Linkage

This Policy may be cited as the Board Procedure Policy and shall be applicable to all meetings of the Library Board and its committees.

1. PRESENTATIONS AND DELEGATIONS

- 1.1** Any member of the public may send correspondence or apply to be a delegation, either on their 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 Library Board.
- 1.2** The Library Board reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status and depending on the nature of the concern, the Board may refer delegations or correspondence to the Chief Librarian for further review or resolution.

If issues or concerns are raised about a Vancouver Public Library employee's performance (other than of the Chief Librarian) as part of a delegation or submission, the Chair will direct the complainant to the Chief Librarian's office for resolution. Should an issue or concern be raised about the Chief Librarian's performance as part of the delegation or submission, the Library Board will review the matter.

- 1.3** A person or organization wishing to appear as a delegation shall satisfy the provisions of this section as set out below:

1.3.1 Board - Regular Delegations

- (a) A delegation wishing to appear before the Board shall advise the Executive Assistant by noon of the Wednesday in the week before the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak.
- (b) The Executive Assistant shall notify a representative of the delegation at a time reasonably in advance of the date, time and place of the hearing.
- (c) The delegation appearance and the subject of the delegation will be included on the Regular Board agenda and each delegation shall be limited to a maximum time of five (5) minutes to make a presentation unless otherwise determined by leave of the Chair.

1.3.2 Board - Late Delegations

- (a) Any person or organization who deems their interests to be affected by an item on a Board agenda who because of circumstances, could not give earlier notice, may request to appear as a delegation before the Board by submitting a written request to the Executive Assistant no later than twelve o'clock noon the day before the Board meeting.
- (b) The written request must stipulate the subject matter upon which the delegation wishes to speak and explain why the Board should consider this late delegation.

- (c) The Executive Assistant will advise the Chair of the Board of the request.
- (d) The Board Chair will determine if the delegation will be heard at the Board meeting.
- (e) If the Board Chair agrees to the delegation, the Executive Assistant will circulate the written request to Board members on table at the Board meeting.
- (f) The delegation shall provide sufficient written copies of their submission for distribution to the Board at the time they are heard.

1.4 Conduct of Delegations

- (a) Each delegation to the Library Board shall be limited to presentations not more than 5 minutes in total unless otherwise determined by leave of the Chair.
- (b) Any person granted permission to address the Library Board shall confine their remarks to the stated business.
- (c) Library Board members may only ask questions of the delegation in order to seek clarification or ask for additional information. Staff may also be asked to provide clarification or to confirm information. Delegations to the Library Board provide an opportunity to receive information from the public and are not intended as a forum for debate.

2. INAUGURAL MEETING

The Inaugural meeting may ordinarily take place at the first scheduled Board meeting in the calendar year at an hour to be fixed by the Chief Librarian in consultation with the members. In the event that new members have not been appointed to the Board, the Inaugural meeting may be postponed to the next scheduled Board meeting following the appointment of new members.

3. CHAIR

- (a) The Chief Librarian shall call the Inaugural Meeting to order and conduct the meeting for election of the Chair.
- (b) The Chair shall be elected from among the Board members present by majority vote.
- (c) If more than one candidate is nominated, there shall be a secret ballot. If there should be a tie vote, the Chief Librarian shall declare a one half hour recess and then reconvene the Board to hold a secret ballot. Should that vote also be a tie, the Chief Librarian shall adjourn the meeting for one week and continue the Inaugural Meeting at that time by holding the appropriate elections. The term of the Chair shall be until the next Inaugural Meeting.
- (d) In the event of the Chair being declared vacant, the Board shall forthwith elect a new Chair on the basis described in (b) and (c) above.
- (e) The Chair shall vote on all questions submitted and shall have the same rights and be subject to the same restrictions as to participation and debate as other members of the Board.

- (f) The Chair may vacate the chair for purposes of debate only, in which case, a Vice Chair, or, if absent, some other Board member shall take the Chair for the purpose.

4. VICE CHAIR

- (a) There shall be two Vice Chairs to be elected for a term of one year by the Board, in the same manner as the Chair, with the Chair presiding.
- (b) In the event of the office of a Vice Chair being declared vacant, the Board may elect a new Vice Chair to complete the term.
- (c) When the Chair is unable to carry out all or any of the designated duties, the Vice Chair of the Board who has served the longer term, or if absent, the other Vice Chair, or if absent, such other appointed Board members shall act for the Chair until such time as the Board makes other arrangements.

5. SECRETARY

- (a) The Chief Librarian is Secretary to the Library Board and shall record all minutes of the proceedings of the Board with the exception of meetings related to the performance of the Chief Librarian. When the performance of the Chief Librarian is the subject of a meeting, trustees will designate a trustee as Secretary.
- (b) Such minutes may be adopted after any necessary amendments are made provided the Board members have been furnished with a copy at least the day prior to the meeting.
- (c) All Board minutes shall be signed by the Chair and the Secretary in attendance at the meeting.

6. QUORUM

A quorum of the Board shall be a majority of all of its members, present in person, via teleconference, or by email during a special meeting under 7(g).

7. BOARD MEETINGS

- (a) All regular meetings will be open to the public, except as provided in section 7 (o). The Board will not vote on the adoption of a policy during any meeting that is closed to the public.
- (b) Following the Inaugural Meeting, the Chief Librarian shall recommend a schedule of regular meetings for consideration, setting out the pertinent information.
- (c) The Board shall hold, at regular intervals, not less than five (5) regular meetings a year, following the Inaugural Meeting.
- (d) Notwithstanding (c) above, the Board may alter the numbers, the times and the dates of meetings as it sees fit as long as the Board meets six (6) times during the year.
- (e) The Chief Librarian shall ensure that the regular meeting schedule and regular meeting agendas are posted on the Library's website.

- (f) The Chief Librarian shall ensure proper notice of any Board meeting is furnished to each member by having notice of such meeting delivered to the members at their place of business, residence, by personal delivery, or electronic mail.
- (g) Except by unanimous consent of all members, at least 48 hours' notice of all Board meetings shall be given.
- (h) The Chair or any 2 members may call a special meeting of the Library Board by notifying, in writing, the other members at least 2 days before the meeting and stating in the notice the purpose of the meeting.
- (i) Should a Board or Committee decision be required between monthly meetings, the Board or Committee Chair may authorize a telephone or e-mail poll of the Board or Committee in order to arrive at the decision. Minutes of the email or telephone meeting will be presented for approval by the Board at the next regular meeting of the Board. Should 2 members declare a preference for an in-person meeting to discuss the item and timing permits; the Chair will call an in-person special meeting.
- (j) If after the expiry of half an hour from the appointed time of the meeting, a quorum is not present, the Chair (or Acting Chair), may convene a meeting of the Committee of the Whole. This Committee shall follow the scheduled Board agenda and its deliberations shall be ratified at the next full Board meeting. (Any urgent business requiring action by Management in the interim may be settled by a telephone or e-mail poll authorized by the Chair.)
- (k) No action of the Board shall be considered passed unless at least four (4) members vote on the resolution.
- (l) If the Chair or a Vice Chair are not present at the appointed time of meeting, when the quorum is present, Board members may elect an acting Chair, who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.
- (m) The Chief Librarian or delegate will be present in all meetings of the Board, with the exception of meetings related to the performance of the Chief Librarian. Other staff may be requested to leave at the discretion of the Chief Librarian or Board. In the event the Board must discuss a matter related to the termination of the Chief Librarian, the city solicitor will be invited to be present.
- (n) The In-Camera agenda shall be set by the Board or appropriate Committee Chair, in consultation with the Chief Librarian, prior to the meeting. During the meeting, the Board may move to refer an appropriate item to an In-Camera session.
- (o) A part of a Board or Board Committee meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - i. Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Library;
 - ii. Personal information about an identifiable individual who is being considered for an award or honour, or who has offered to provide a gift to the Library on condition of anonymity;
 - iii. Labour relations or other employee relations;
 - iv. The security of the property of the Library;

- v. Property matters where a divulgence of the discussion would likely result in prejudice to the Library
- vi. Law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- vii. Litigation or potential litigation affecting the Library;
- viii. The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ix. Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 (disclosure harmful to business interests of a third party) of the Freedom of Information and Protection of Privacy Act.
- x. Discussions respecting the development of a policy or the proposed provision of an activity, work or facility that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Library or the City of Vancouver if they were held in public;
- xi. The consideration of whether a Board meeting should be closed under a provision of this subsection.

- (p) Staff reports should identify when the agenda item can be removed from in-camera, if ever, and, wherever feasible and appropriate, the removal of an item from in-camera should be set in the motion of the report as a pre-approval by the Board so that staff may remove the item as a matter of operations.

If an in-camera item does not have an associated pre-approval from the Board for removal from in-camera, the decision to remove the item from in-camera must first be decided by an in-camera vote of the Board.

- (q) When an item is removed from in-camera, the approved motions will be included in the Board package of the next open meeting.

8. ORDER

- (a) The Chair shall preserve order and decide all questions of order subject to an appeal to the Board.
- (b) On request, the Chair shall state the rule applicable in determining the point of order:
 - There shall be an appeal to the Board from the ruling of the Chair. This appeal shall be decided without debate; the Chair putting the question, "Shall the decision of the Chair be sustained?"
 - If the Chair is sustained, the position taken by the Chair shall be acted upon.
 - If the Chair is not sustained, the appeal is successful and the Chair recognizes the member's point of order as valid and directs the proceedings accordingly.
- (c) A two-thirds vote of the members present shall be necessary to overrule the Chair.

9. ORDER OF BUSINESS

- (a) The general Order of Business at a Regular Meeting shall ordinarily be as follows
(to be confirmed at the Inaugural Meeting):
- Establishment of Quorum
 - Delegations / Presentations
 - Approval and Additions to the Agenda
 - Approval of Minutes of Previous Meeting
 - Request for Information from Union, VPL Friends, VPL Foundation
 - Decision items
 - Discussion items
 - Consent Agenda (Information items including reports from BCLTA, InterLINK, trustee liaisons and individual Board members)
 - New Business
 - Adjournment
- (b) By a majority vote of the members present and without debate, the Order of Business of any Regular Meeting may be varied.
- (c) The Chief Librarian, in consultation with the Chair, shall prepare the agenda for the Board meeting.

10. VOTING

- (a) See Sections 8(a), (b), and (c) respecting order.
- (b) The Chair shall name the designated speaker.
- (c) Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (d) Every member present at a Board meeting, when a question is put, shall vote thereon, unless they have declared a conflict of interest, are excluded by the Chair, or unless the member declares that they are prohibited by law from voting; and if any member persists in refusing to vote for other than the reasons hereinbefore stated, they shall be recorded as voting in the affirmative on the question before the Board.
- (e) In the case of an equal division on any vote taken, the question shall be decided in the negative.
- (f) If any member shall call for a recorded vote, the names of those voting "for" or "against" the question shall be entered in the minutes.
- (g) In all cases, other than when a recorded vote is called for, the names of those voting in the negative shall only be entered in the minutes upon the request of the member so voting.
- (h) The method of holding a secret ballot shall be as follows:
- Each member of the Board shall register a vote in writing on a numbered ballot provided. The Chief Librarian shall collect the ballots and shall call out and record the votes, and shall record the number of votes for and against in the minutes.
- (i) When a member is speaking, no other member shall interrupt except to raise a point of order. When a question is being put to vote, no member shall walk

across or out of the room, or make any noise or disturbance until the votes are taken.

11. RESCIND

- (a) No resolution passed by any Board shall be rescinded during the Board's term of office except by a 2/3 vote of the entire Board. The Board's term of office shall be from Inaugural Meeting to Inaugural Meeting.

12. RULE OF PROCEDURE

- (a) Any rule of procedure under this policy may be suspended during the meeting by a vote of two-thirds of the members present.
- (b) In all unprovided cases, the proceedings of the Board and its Committees shall be guided by Robert's Rules of Order, newly revised.

13. MOTIONS

- (a) All motions at Board meetings shall be seconded before being debated or put from the Chair. Motions at Committee meetings do not require a seconder.
- (b) Prior to decision or amendment, a motion may be withdrawn with the approval of the Board.
- (c) Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided upon or withdrawn before the main question is put to vote. Only one amendment of the main motion and one amendment to the amendment may be permitted at any time.
- (d) When the question under consideration contains more than one distinct proposition, a separate vote upon each proposition shall be taken if any member so requires.
- (e) After the question is finally put by the Chair, no member shall speak to the question nor shall any other motion be made until after the result is declared, and the decision of the Chair as to whether the question has been finally put shall be conclusive.
- (f) A question or referral, until it is decided, shall preclude all amendments of the main question.

14. NEW BUSINESS

- (a) New Business shall be considered as business not on the Board agenda.
- (b) Any member desiring to bring before the Board any new matter requiring a decision of the Board at that meeting, other than a point of order or of privilege, shall do so by way of motion.
- (c) If any member present at the time such motion is presented and before debate thereon calls for a "notice of motion", then the motion shall be at once ordered placed on the agenda of the next meeting of the Board.

15. NOTICE OF MOTION

Any member may give "notice" of a motion by giving a copy to the Chair during a Meeting of the Board and upon being acknowledged by the Chair in a formal session, the motion shall appear in the minutes of that meeting as "Notice of Motion", and be placed on the agenda of the next regular meeting of the Board.

16. CONDUCT AT MEETINGS

16.1 Conduct of Members at Meetings

- (a) Members will be courteous and will not engage in any action which may disturb the meeting.
- (b) Members will inform the Chair each time they leave or re-enter the meeting.

16.2 Conduct of Public at Meetings

- (a) Members of the public are expected to behave respectfully and not disrupt the meeting.
- (b) Signs or placards that have the potential to obstruct or injure are not permitted.
- (c) Filming, audio recording or taking photographs during the meeting is permitted only with prior written permission of the Chair.
- (d) The Chair may exclude any person from the meeting for improper conduct.

17. ADDITIONAL MEETINGS

In addition to the regular meetings of the Board and its Committees the following meetings may be called at the discretion of the Board:

- (a) Extraordinary Meetings may be scheduled by the Board to deal with specific subjects of significance as specified in Section 7(h) of this Policy.
- (b) Public Meetings may be convened by the Board to request public input on specific issues. The rules and procedures for a specific meeting will be determined by the Board and they will be communicated in the appropriate manner to the public along with the notice of the meeting.
- (c) A meeting or event may be held once a year for the Public, at which time the Vancouver Public Library's annual report or other such information, as deemed appropriate, will be presented. Notice will be sent to interested parties, including City Council, Vancouver Board of Parks and Recreation and the Vancouver School Board.

18. SPEAKING TIME

The Chair may limit a member to five minutes speaking time on any subject, except in the case of the mover of a motion, who then may have an additional five minutes in which to close the debate.

No member shall speak more than once on the same question without the permission of the Chair, and only after each member has taken or passed his turn of speaking.

19. ADJOURNMENTS

A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been made.

20. COMMITTEES

The Board has three standing Committees: the Community Relations, Planning and Development Committee; the Services, Finance and Human Resources Committee; and the Governance Committee. The Board may also appoint Ad Hoc Committees.

- (a) Committees shall be appointed by the Board specifying the Terms of Reference and any instructions.
- (b) The Chair of the Board, after consulting with all Board members on their Committee preference, shall propose members to sit on Committees and after consultation with Board members, shall propose Chairpersons of the Committees.
- (c) Committee appointments shall be recommended by the Board Chair immediately after the Inaugural Meeting or at any other time deemed appropriate, including the personnel thereof, and such other relevant information, as is necessary.
- (d) The Chair shall be responsible for calling the first Committee meeting and may call other meetings, as necessary.
- (e) A majority of the appointed members shall constitute a quorum.
- (f) The Chair of the Board shall be a member ex-officio of all Committees, and when present, shall be included in arriving at a quorum, and may vote on any motion.
- (g) All Committee reports shall be presented to the Board by the Committee Chair, or in their absence, by another member of the Committee.
- (h) Any committee member shall have the right to submit a minority report to the Board.
- (i) In accordance with its particular function, a Committee may appoint sub-committees.
- (j) Any main motion of a Committee which results in a tie vote shall be reported by the Chair for the Board's consideration.
- (k) No action of any Committee, unless power to take such action is expressly conferred on the Committee, shall be binding on the Board, unless and until the same has been reported to the Board by such Committee, and such report has been adopted by the Board.
- (l) The general rules of procedure which apply to Board meetings shall apply to Committee meetings, as applicable.
- (m) At the first meeting of each Committee, the Committee's Terms of Reference shall be reviewed and updated.

21.ROLE AND RESPONSIBILITY OF BOARD CHAIR

The Library Board Chair, or if absent, a Vice Chair, shall:

- a) Set the agenda for Board meetings, with input from the Chief Librarian and Board members, as appropriate.
- b) Approve delegations to the Board.
- c) Chair Board meetings.
- d) Recommend the membership and Chair of Board committees and other Board assignments.
- e) Serve as an ex-officio member to the Board committees.
- f) Ensure that Management implements Board decisions.
- g) Sign Board minutes.
- h) Answer all correspondence addressed to the Library Board and circulate to Board.
- i) Coordinate presentations to City Council and its committees.
- j) Maintain liaison with all Board members and, in particular, committee chairs.
- k) Approve telephone or e-mail polls to be ratified at the next Board meeting, of Board members, in order to make required decisions when it is not possible or appropriate to call a Board meeting.
- l) Represent the Board at official functions, or delegate this role to another Board member as appropriate.
- m) Act as primary spokesperson for the Board.
- n) Write a report on behalf of the Board for inclusion in the Annual Report.

ROLE AND RESPONSIBILITY OF CHIEF LIBRARIAN AND BOARD - CHIEF LIBRARIAN LINKAGE

This section defines the decision-making responsibilities that are delegated to the Chief Librarian in terms of library operations, administration and management, levels of financial authority and accountability and performance evaluation. This policy ensures the accountability of the Chief Executive Officer to the Board in terms of personal and operational performance.

POLICY STATEMENT

It is the policy of the Vancouver Public Library Board that the Board's sole official connection to the operational organization, its achievement, and conduct will be through a Chief Librarian, whose sole accountability is to the Vancouver Public Library Board.

a. Accountability of the Chief Librarian

In order to facilitate optimum operational effectiveness, the Board recognizes that the Chief Librarian exercises all authority over and accountability of staff and operations.

- i. The Board deals only through the Chief Librarian unless otherwise delegated by the Board.
- ii. The Board will not give instructions to persons who report directly or indirectly to the Chief Librarian.

- iii. The Board will not evaluate, either formally or informally, any staff other than the Chief Librarian.

b. Unity of Control

Only the Board, by majority vote, has authority over the Chief Librarian.

- i. Decisions or instructions of individual Board members, officers or committees are not binding on the Chief Librarian except in circumstances when the Board has specifically authorized such instruction, through motion of the Board.
- ii. If Board members request information or assistance without Board authorization, the Chief Librarian can refuse such requests at their discretion.

c. Delegation to the Chief Librarian

All Board authority and accountability delegated to management is delegated through the Chief Librarian.

- i. The Board will instruct the Chief Librarian through written policies, Strategic Plan, Budget approval, and Board Motions, providing general direction on what is to be achieved and the values, behaviours and business practices of the Library, allowing the Chief Librarian to use any reasonable interpretation of these policies.
- ii. The Chief Librarian is authorized to establish all further policies, make all decisions, take all actions and develop all activities, which are true to these Board directions.

d. Freedom of Information and Protection of Privacy Act

The Board delegates all powers and duties granted or vested in the head under the Freedom of Information and Protection of Privacy Act to the Chief Librarian.

e. Monitoring Executive Performance

The Board will evaluate the performance of the Chief Librarian based on the organization's performance in its entirety and in the following specific areas:

- i. Progress toward achievements of the Mission, Vision, Values, and Strategic Goals and Budgets.
- ii. Organization's operations within the boundaries of prudence and ethics, established through the Board's Policies and decisions.
- iii. The Board will monitor the Chief Librarian's performance by two mechanisms:
 - Monitor the progress towards the achievement of organizational goals through the receipt of management reports.
 - Undertake the annual formal evaluation of the Chief Librarian's performance.

Approval History

<u>ISSUED BY:</u>	Library Board	<u>APPROVED BY:</u>	Library Board	<u>DATE:</u>	2001/05/28	
<u>REVISED BY:</u>	Library Board	<u>APPROVED BY:</u>	Library Board	<u>DATE:</u>	2014/12/04	
<u>REVISED BY:</u>	Directors Group	<u>APPROVED BY:</u>	Directors Group	<u>DATE:</u>	2016/03/03	FORMAT UPDATE
<u>REVISED BY:</u>	Goverance Committee	<u>APPROVED BY:</u>	Library Board	<u>DATE:</u>	2016/07/27	CONTENT UPDATED
<u>REVISED BY:</u>	Goverance Committee	<u>APPROVED BY:</u>	Library Board	<u>DATE:</u>	2019/06/26	CONTENT UPDATED
<u>REVISED BY:</u>	Goverance Committee	<u>APPROVED BY:</u>	Library Board	<u>DATE:</u>	2019/11/27	CONTENT UPDATED

DATE OF NEXT REVIEW	<u>2024/11/27</u>	<u>REVIEW CYCLE</u>	5 Years
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