



# Leeds and the Thousand Islands Public Library Board

## Bylaws

<b>SECTION: BYLAWS</b>	<b>NO: BL-02</b>
<b>TITLE: Composition of the Board</b>	<b>Date: September 2021</b>
	<b>Next Review Date: September 2024</b>

### 1.0 Preamble

- 1.1. The library board adheres to the *Public Libraries Act*, R.S.O. 1990, c. P44 as it relates to the composition of the board and the election and appointment of officers. The purpose of this bylaw is twofold: to guide the council's appointment process for board members and to guide the library board's appointment of its officers.

### 2.0 Composition of the library board

- 2.1. While the *Public Libraries Act*, section 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the library board endorses a board that consist of at least 5, and no more than 8 members.
- 2.2. In accordance with the *Public Libraries Act*, section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
- 2.3. In accordance with the *Public Libraries Act*, section 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
- 2.4. In accordance with the *Public Libraries Act*, section 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.
- 2.5. A board member may be re-appointed for one or more terms.
- 2.6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
- 2.7. In accordance with the *Public Libraries Act*, section 13, if any member of the board is disqualified from holding office, the members shall declare the seat vacant and notify the municipal council accordingly.
- 2.8. In accordance with the *Public Libraries Act*, section 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 forty-five days.

### 3.0 Qualifications of Board Members

- 3.1. In accordance with the provisions of the *Public Libraries Act*, a person is qualified to be appointed as a member of the Leeds and the Thousand Islands Public Library Board if they are:
- At least eighteen (18) years old;
  - A Canadian citizen or permanent resident;
  - A resident of the Township of Leeds and the Thousand Islands; and
  - Not employed by the Board or the Township.

### 4.0 Disqualification of Board Members

- 4.1. If a member of the Leeds and the Thousand Islands Public Library Board:
- Is convicted of an indictable offence;
  - Becomes incapacitated;
  - Is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution
  - Ceases to be qualified for membership under clause 10 (1) (c) of the *Public Libraries Act*; or
  - Otherwise forfeits his or her seat.

The member's seat becomes vacant and the remaining members shall immediately declare the seat vacant and notify the Township of Leeds and the Thousand Islands Council accordingly.

### 5.0 Officers of the Board

- 5.1. At the first meeting of the new term, the board shall elect the following officers:
- Chairperson
  - Vice-Chairperson
- 5.2. In accordance with the *Public Libraries Act*, section 15, the Board will appoint a Chief Executive Officer, who will be an employee of the Board and will not have voting privileges on the board.
- 5.3. The Board may choose to appoint the Chief Executive Officer as the Secretary/Treasurer to the Board, as allowed under section 15(5).
- 5.4. If any of the officers retire, step down, or are dismissed during their term, the library board must immediately elect or appoint a new officer.

History			
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