



Leeds and the Thousand Islands Public Library Board

Bylaws

SECTION: BYLAWS	NO: BL-06
TITLE: Committees of the Board	Date: September 2021
	Next Review Date: September 2024

1.0 Preamble

1.1 The library board may use standing or ad hoc committees to further its work. This bylaw outlines how the library board establishes committees, and ensures that the board defines terms of reference and specific duties for each of these committees, as the need arises.

2.0 Establishing Committees

- 2.1 Committees are established by a motion of the Board. A committee can be established at any point
- 2.2 Committees report directly to the library board and have no authority other than to draft recommendations or prepare alternatives for the library board's consideration.
- 2.3 The board may establish both standing committees, that meet regularly throughout the term of the board, and ad-hoc committees who are appointed to deal with specific, non-regular items.
- 2.4 Committees shall not supervise or direct employees.

3.0 Standing Committees

- 3.1 The Board may appoint the following standing committees:
 - Finance
 - Personnel
 - Planning
 - Community Development
- 3.2 The Board will be responsible for establishing Terms of Reference and specific duties for each of these committees.
- 3.3 The purpose of the committees is to facilitate and expedite the business of the Board.
- 3.4 The committees review all materials referred to them by the Board and prepare reports and recommendations to be presented to the Board.
- 3.5 At the first meeting of each standing committee a Chairperson will be elected from the committee members appointed.

- 3.6 The Board Chairperson and the CEO are ex-officio members on all committees.
- 3.7 Meetings of committees may be scheduled on a regular, recurring basis, or may be called by the Chairperson of the committee or by a majority of the members of a committee.
- 3.8 Committees will operate with the terms of reference established and approved by the Board. The terms of reference may be amended on a 2/3 majority vote by the Board

4.0 Ad-hoc Committees

- 4.1 Ad-hoc committees may be appointed to deal with specific, non-regular items of business
- 4.2 Ad-hoc committees operate for defined periods of time and have a specific purpose which must be described in written terms of reference.
- 4.3 Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the library board as a whole.
- 4.4 An ad hoc committee that is established by the library board may include non-board members.

History			
Approval Date:	September 15, 2021	Approved by:	B. Lolley
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