

**Policy Name: GOV- 06 Governance Policy - Committees of the Board**

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The library board uses committees, including ad hoc committees, as needed to further its work. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees.

1. 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. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee
3. Committees shall not supervise or direct employees

Should the library board wish to form committees, including an executive committee, then the following policies apply:

**Executive Committee**

An executive committee shall consist of the chairs of any or all committees as well as the Vice-Chairs and may:

1. Determine matters of an emergency nature provided actions taken are communicated to the Board; and
2. May be authorized by motion of the Board to act for the Board from time to time; However, matters so determined shall be ratified by the Board at its next regular or special meeting.

**Review Committee**

The Board members on the Executive Committee shall comprise a Review Committee to conduct the Chief Executive Officer's annual performance review.

**Standing Committees**

1. In addition to the Executive Committee, the Board may form standing committees such as Finance; Facilities; Planning and Building; Public Service and Policy or any other standing committee as deemed needed.
2. Each Committee shall be composed of a Committee Chairperson, elected by Board Trustees at the annual meeting of the Board, the C.E.O. and at least one additional member from the Board.

3. The Chair of the Board shall be an ex-officio member of all Standing Committees.
4. The Committee Chairperson, or in their absence, another member of the Standing Committee, shall report to the Board as required.
5. Standing Committees shall meet as determined by issues under consideration.
6. Records of Committee decisions shall be maintained.

### **Committee Elections**

If the Board determines to strike Standing Committees, then a Nominating Committee is formed and election procedures are followed:

The Chair will call upon the Nominating Committee for his/her report.

The Chair of the Nominating Committee, will identify the slate of officers as follows:

Chair of the Board

Additional Committee Chairs as deemed necessary by the Board

The Board Chair will ask for a **MOTION** to accept the report from the Nominating Committee.

**The Chair will then relinquish his/her position as Chair to the CEO who will preside pro tem for the election of the officers.**

### **Election of Officers**

The CEO identifies the name of the Board Trustee(s) nominated for the position of **Chair of the Board** and calls for further nominations from the floor.

If only one Trustee is nominated and no further nominations are received then that Trustee is acclaimed as Chair of the Kitchener Public Library Board.

If more than one Trustee is nominated for the position, a closed vote must follow. The votes are counted and the Trustee identified.

A **motion** will then follow to confirm the elected Trustee to the position.

The Chair identifies the name of the Trustee(s) nominated for each committee position as deemed by the Board and then calls for further nominations from the floor.

If no further nominations are received then the Trustee is acclaimed as Chair of the said Committee.

If more than one Trustee is nominated for the position, a closed vote must follow. The votes are counted and the Trustee identified.

A motion will then follow to confirm the elected Trustee to the position.

This same process is followed for the Chair of each Standing Committee.

### **Election of the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairs**

The CEO will identify the name(s) of the Trustees nominated for the position of 1<sup>st</sup> Vice-Chair of the Library Board. He/she will then call for further nominations from the floor.

If more than one Trustee is nominated for the position, then a closed vote must follow. The votes are counted and the Trustee identified.

The CEO will ask for a **motion** to approve the Trustee nominated for the position of 1<sup>st</sup> Vice-Chair of the Library Board.

The CEO will identify the name(s) of the Trustees nominated for the position of 2<sup>nd</sup> Vice-Chair of the Library Board. He/she will call for further nominations from the floor.

The CEO will ask for a **motion** to approve the Trustee nominated for the position of 2<sup>nd</sup> Vice-Chair of the Library Board.

**The CEO will then return the position of Chair to the newly elected Trustee.**