



## **SECTION 1: PURPOSE, ORGANIZATION AND GOVERNANCE**

### **POLICY 1.6: COMMITTEE MEETINGS AND GUIDELINES**

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**Passed:**

**Amended:** March 28, 2018

The Library Board Chair shall appoint such committees as may be required, and these committees shall each select a Committee Chair and Vice-Chair.

- 1.6.1 Each committee will review its own terms of reference at the first meeting of the calendar year and any changes will be recommended to the Library Board.
- 1.6.2 The Board Chair is ex-officio of all committees.
- 1.6.3 Standing committees of the Board meet on a monthly basis. Ad hoc committees of the Board meet as required.
- 1.6.4 A committee or its Chair may invite such Trustees, community members, and employees of the Library as may be considered desirable to assist in the discussion and consideration of the business of the committee.
- 1.6.5 The Chief Librarian will ensure that the minutes of each committee meeting are prepared and given in a timely fashion to each committee member and the full Board.
- 1.6.6 A committee member may participate in a committee meeting through a telephone conference call or electronic medium if required.
- 1.6.7 A quorum for the transaction of business at a committee meeting will be the majority of the authorized number of members. Questions arising at a meeting will be determined by a majority of votes of the members present.
- 1.6.8 The recommendations of the committees are subject to acceptance by the Library Board.
- 1.6.9 Committees may conduct electronic votes for the purposes of business where a vote is necessary to approve a recommendation to the Board.