



BRACEBRIDGE LIBRARY POLICIES

Policy Number: GOV-02

Title: Board Meetings

Board Approval Date: June 10, 2025

Category: Governance

Policy Replacing: GOV-02: Board Meetings

Year of next review: 2029

PURPOSE:

To establish meeting procedures in accordance with the Ontario Public Libraries Act (PLA) RSO 1990 C. 44. The Bracebridge Library (BL) uses Bourinot's Rules of Order. Should any provision of this constitution be found to be in contravention of Provincial Statutes, the Provincial Statutes shall take precedence.

This policy also supports the Library Board's commitment to transparency, accountability, and good governance in the conduct of its business.

POLICY STATEMENT:

1. Organizational Meeting:

- 1.1. The first meeting of each new Board term shall serve as the Organizational Meeting. It is held as soon as possible following the appointment of members by Municipal Council.
- 1.2. The CEO & Chief Librarian shall call for nominations for the Office of Chair for the coming term.
- 1.3. Any Board member may nominate any other Board member for this office. A seconder and an acceptance of the nomination is required.
- 1.4. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination. The CEO shall then declare the nominations closed.
- 1.5. Nominees may request to speak for up to five minutes before voting begins.
- 1.6. Election of the Chair will be by majority vote of those present. If no nominee receives a clear majority, the nominee with the fewest votes will be eliminated, and the vote will continue until a majority is achieved.
- 1.7. Once elected, the Chair will assume control of the meeting.
- 1.8. The Board will then proceed with the election of the Vice-Chair and the establishment of any Standing Committees, following the same process.

2. Regular Meetings of the Board:

- 2.1 Regular meetings of the Bracebridge Library Board are typically held on the second Tuesday of each month, excluding July and August, unless otherwise determined by the Board.
- 2.2 The Board is required by the PLA Section 16 (1) (updated 2019) to hold a minimum of seven regular meetings per year.
- 2.3 The agenda and supporting materials will be made available to Board members at least 48 hours in advance of each regular meeting.

3. Special Meetings of the Board:

3.1 Special meetings may be called by the Chair, or upon written request of any two Board members to the Chair or the CEO, in accordance with Section 16(2) of the *Public Libraries Act*.

3.2 Notice of a special meeting shall be provided at least 24 hours in advance and must include the purpose and business to be considered. No other business shall be discussed at a special meeting.

4. Open Meetings

4.1 The meetings of the Board shall be open to the public and no person shall be excluded from a meeting, except for improper conduct.

5. Closed Session

5.1 A meeting of the Board, or part of a meeting, may be closed to the public when the subject matter under consideration involves:

5.1.1 The security of the property of the Board;

5.1.2 The disclosure of intimate, personal or financial information pertaining to a member of the Board, an employee of the Board, or a patron of the Library;

5.1.3 Decisions pertaining to negotiations with employees of the Board.

5.1.4 A matter in respect of which a board or committee of a board may hold a closed meeting under another Act. Example - The meeting is held for the purpose of educating or training the members. (Municipal Act 2001, c. 25, s. 239 (3.1))

5.1.5 When moving into a closed session, the minutes will state the reason

5.1.6 Webcasting and recording shall cease for the duration of the closed session

5.1.7 Discussion in closed session shall be limited to only the item being considered. New items may not be raised.

6. Place and Time of Meeting:

6.1 Unless otherwise resolved by the Board, meetings will be held at the Bracebridge Library, 34 Salmon Avenue.

6.2 Meetings may also be held in electronic or hybrid formats in accordance with the *Municipal Act, 2001*.

6.3 The Board may, by resolution, change the schedule date and time of the meetings. Notice of board meetings will be provided to all members and posted publicly as early as possible.

6.4 The Board may, by resolution, cancel an upcoming meeting. Notice of cancellations will be provided to all members as early as possible.

7. Minutes

7.1. Minutes are the official record of Library Board proceedings and are considered public documents unless subject to confidentiality under legislation

7.2. The minutes will be:

7.2.1. Prepared by the CEO or their designate (Recording Secretary);

7.2.2. Posted to the board portal for review before the next regular meeting for review by board members. Any errors or omissions should be provided in writing to the Recording Secretary in advance of the meeting for corrections or rebuttal.

7.2.3. Presented for adoption at the next regular meeting;

7.2.4. Maintained for all regular, special, committee, and closed (in camera) sessions.

7.2.5. Closed Session Minutes are stored in a secure and confidential manner by the CEO.

7.3. Minutes shall include:

7.3.1. Date, time, and location of the meeting;

7.3.2. Name of the presiding Chair;

7.3.3. Names of Board members and staff present and absent;

7.3.4. Declared conflict(s) of interest made by Members and identify whether the individual did not participate or left the Meeting and did not participate in the declared matter.

7.3.5. Approval status of previous minutes;

7.3.6. All motions, with names of movers and seconders, and results of votes;

7.3.7. Key points and decision points will be noted;

7.3.8. Action items for individuals and committees will be noted;

7.3.9. List of reports and documents reviewed;

7.3.10. Time of adjournment

7.4. Artificial Intelligence (AI) transcription tools and/or livestream recordings may be used to support minute preparation or public access. These tools are considered transitory and are not the official meeting record. Adopted minutes will be stored in accordance with records management best practices – see OP- 30 Records Retention Policy.

8. Committees of the Board:

8.1. The Board may appoint, or instruct the Chair to appoint, an Ad Hoc Committee for a specific time-limited purpose. Standing committees (such as policy, and finance) work routinely outside of board meetings and report back (typically monthly) to the full board.

8.2. The Chair shall be an ex-officio member of all Committees, and the CEO or their delegate shall attend all meetings of the Committees.

8.3. A Quorum shall be a majority of the appointed members. 'Committee' means any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of the board (PLA Section 16.1 (1))

8.4. Every committee meeting must be an open meeting (PLA Section 16.1 (2) with exceptions as provided).

8.5. In the event of a resignation by a member of a Committee, the Board shall fill the vacant position, at the next board meeting, as required to ensure committee appointments are documented in Board minutes.

9. Chair of the Board

9.1. The Chair of the Library Board provides leadership during meetings and ensures that the business of the Board is conducted in accordance with legislation, policy, and procedural rules.

9.2. The Chair, or in the Chair's absence, the Acting Chair, shall preside at all regular meetings of the Board (PLA Section 14 (4)). PLA Section 10 (3) dictates that a board holds office for a term concurrent with council and given the chair is elected at the first meeting of the new term, the chair should hold office for the four years concurrent with council's term, barring disqualification or if the chair resigns.

9.3. The Chair shall call the meeting to order at the hour appointed

9.4. During Board meetings the Chair should:

9.4.1. Encourage participation by all participants

- 9.4.2. Allow time for all views and sides of an issue to be heard and discussed before a vote
- 9.4.3. Ensure members understand the discussions and terms of an issue by asking for clarification when necessary
- 9.4.4. Summarize discussions before voting or moving on to the next item
- 9.4.5. Keep the meeting on schedule by adhering to the agenda and keeping participants on topic
- 9.4.6. Manage conflicts that arise during the meeting.
- 9.4.7. Ensure decisions are made clearly and explicitly (by vote or consensus) so that there is no room left for misunderstanding or misinterpretation.
- 9.4.8. Read or call for motions, call for votes on an issue, ensure votes are counted and recorded in the minutes (if required).

9.5 In the case of the absence of the Chair for five minutes after the appointed hour, the CEO or their delegate, shall call the meeting to order and the Board shall select an Acting Chair.

9.6 In the event the position of Chair becomes vacant for any reason, a new Officer shall be elected in the same manner as at the organizational meeting.

9.7 In the event of the election of a new Chair, the CEO & Chief Librarian will notify the Municipal Clerk in writing.

10. Quorum

- 10.1. A quorum is the majority of all appointed Board members, as required by Section 16(5) of the *Public Libraries Act*.
- 10.2. If a quorum is not present within fifteen (15) minutes of the scheduled start time, the meeting shall be adjourned. The names of members present will be recorded.
- 10.3. If quorum is lost during a meeting, no further business may be conducted. The Chair and CEO (or designate) will record the loss of quorum in the minutes, and the meeting will be adjourned.

11. Delegations to the Board

- 11.1. Persons or organizations must submit a written delegation request to the CEO at least six (6) days prior to the meeting, indicating the topic and the name of the spokesperson.
- 11.2. The CEO, in consultation with the Chair, will schedule the presentation and notify the delegation of the date and time.
- 11.3. Delegations will be welcomed by the Chair and informed of the time limit for their presentation, typically not exceeding 10 minutes.
- 11.4. The spokesperson will be permitted to present without interruption.
- 11.5. Following the presentation, Board members may ask questions for clarification only. No debate will occur during the delegation.
- 11.6. The Board will not take immediate action in response to a delegation's presentation. The matter will be considered during the regular course of Board discussion, along with any additional relevant information submitted in writing.
- 11.7. The spokesperson will be informed of any decisions made by the Board pertaining to their presentation.
- 11.8. Individuals or groups who appear without prior arrangement may request to speak at the discretion of the Chair. This requires approval by a majority of Board members

present.

- 11.9. Any delegation deviating from their submitted topic or engaging in disrespectful conduct may be asked to conclude or leave at the discretion of the Chair.

12. Motions at Board Meetings

- 12.1. Motions ensure that any business or actions that are important are put forth for discussion and decision and are recorded in the minutes. All Board members, including the Chair and Vice-Chair, are able to move and second motions.
- 12.2. A member may introduce a motion and speak to it before it is seconded.
- 12.3. All motions must be seconded before being debated or voted on.
- 12.4. Seconding a motion does not imply support for the motion but rather allows for debate on the motion.
- 12.5. When a member believes a conflict of interest exists, it shall be declared in accordance with the **Municipal Conflict of Interest Act**, and the member shall not participate in the discussion.
- 12.6. Any member may request that the motion under discussion be read at any time in the course of the debate, provided that such a request does not interrupt a member speaking to the question.
- 12.7. Motions may be withdrawn or amended by the mover and seconder, with the Chair's permission.
- 12.8. No member shall speak longer than five minutes on the same question.
- 12.9. No member, unless with permission from the Chair, shall speak more than once upon a question or motion, except the mover of a motion who shall be permitted to reply.
- 12.10. When the motion under consideration contains two or more distinct propositions, a member may request that the issues be considered and voted on separately.
- 12.11. Any member desiring to speak shall indicate so with an upraised hand (including electronically). Upon recognition from the Chair, who will call the member by name, the member may then address the Chair.
- 12.12. If two or more members attempt to speak at the same time, the Chair shall name the member who is to speak.
- 12.13. Debate must remain respectful and focused on the topic at hand. Discourteous or disruptive language is not permitted.
- 12.14. No member shall be interrupted while speaking except to be called to order by a member on a matter of privilege, or a point of order. In such case, the member shall remain silent until the point of order has been decided by the Chair. A member so interrupting shall speak to the point of order in explanation only.

13. Voting

- 13.1. No member of the Board shall have more than one vote either at Board meetings or on any committee.
- 13.2. All Board members present, except the CEO, shall vote on motions unless prohibited by statute.
- 13.3. When a member believes that a conflict of interest exists, it shall be declared in accordance with the **Municipal Conflict of Interest Act**.
- 13.4. Members who have declared a conflict of interest shall not be present nor participate in the vote on that particular item.
- 13.5. After the Chair has put the question to a vote, there shall be no further debate, and no member shall make any noises or disturbances. The decision of the Chair as to whether the question has been put to a vote shall be conclusive.

- 13.6. All ordinary votes at meetings shall be a show of hands (including electronically) and the result shall be declared by the Chair.
- 13.7. The Chair or acting Chair of a Board may vote with the other members of the Board upon questions, and any question on which there is an equality of votes shall be deemed to be negative. R.S.O. 1990, c. P. 44, s.16 (6)
- 13.8. A recorded vote may be requested by any member prior to the vote being called. Each member's vote will then be noted in the minutes.
- 13.9. When it appears all members have not voted who are required to do so the Chair shall call for a recorded vote.
- 13.10. For decisions that must be made prior to the next Board meeting, the Board has 2 options:
 - 13.10.1. If further discussion is required, a special meeting will need to be called.
 - 13.10.2. When minor clarification that will not change the wording of the motion is required and no further discussion need take place, the Board may pass a motion to authorize an email vote prior to the next formal Board meeting. In the event of 2), a Board quorum must be reached to qualify as a valid vote. Each Board member must declare, using "REPLY ALL", being for or against the motion presented in the email. The motion and the minor clarification must be included in the vote email. The CEO will identify the response deadline in the email. The result of the vote will be recorded as an addendum to the minutes of the meeting at which the email vote was raised. All records of the email votes will be deleted.

14. Points of Order

- 14.1. When the Chair is called to decide a point of order or practice, they will state the applicable rule(s) and/or reasons(s) for the decision.
- 14.2. The ruling of the Chair shall be final, subject only to an appeal to the Board by a member. The question whether the ruling of the Chair shall be sustained shall be put to the CEO and shall be decided without debate. To overrule a decision made by the Chair it is necessary that two - thirds of the members present vote in favour thereof.
- 14.3. A member called to order by the Chair may explain and appeal to the Board.

15. Motion Rules for Meetings of the Board

- 15.1. All motions shall have a mover and a seconder.
- 15.2. A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of members in their respective capacities shall take precedence over all other business and may be moved without notice.
- 15.3. When a motion is under debate, the only motion, in order shall be:
 - 15.3.1. to adjourn
 - 15.3.2. to lay on the table
 - 15.3.3. to postpone
 - 15.3.4. to put the previous question (close debate)
 - 15.3.5. to refer
 - 15.3.6. to amend.
- 15.4. The above motions shall have precedence in the order named.
- 15.5. The first, second and third shall be decided without debate.

16. Motion to Adjourn

- 16.1. A motion to adjourn shall be in order, except when a member is speaking, when a vote is being taken or when the previous question has been called. A motion to

adjourn shall not be open to amendment or debate, but a motion to adjourn to a specified time may be amended and debated.

- 16.2. The Board shall not remain in session for more than three (3) hours unless two thirds of the members present agree by prior vote.

17. Motion to Table or Postpone

- 17.1. A motion to table shall be used to defer discussion until a later time at the same meeting.
- 17.2. A motion to postpone shall be used to defer discussion until a later meeting.
- 17.3. A motion to table or postpone is not debatable, but a motion to table or postpone with conditions is subject to debate and amendment.
- 17.4. When a question has been postponed, it shall not be taken up again at the same meeting, except by a vote in favour thereof by two-thirds of the members present.

18. Motion to Put the Question

- 18.1. A motion to put the question shall preclude all further amendment or debate. If seconded, the Chair shall proceed to put the main question to a vote, first putting any amendments pending to a vote.

19. Motion to Amend

- 19.1. After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment may be made but, no further motion to amend shall be made until those have been decided.
- 19.2. An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject shall not be in order.
- 19.3. All amendments shall be put in the reverse order in which they shall be moved.
- 19.4. Every amendment submitted shall be decided upon or withdrawn before the main question shall be put to a vote, and if the vote on the amendment is decided in the affirmative, the main question as amended shall be put to the vote.

20. Motion to Reconsider

- 20.1. After a vote has been taken on any motion, only a member who has voted on the prevailing side may make a motion to reconsider. Such a vote may be reconsidered during the same meeting, if it has the consent of two thirds majority of the members present and provided that the members constitute a quorum.
- 20.2. A vote may be reconsidered with the consent of a majority of the members present at any meeting held thereafter, provided the member shall give notice to that effect in writing at any previous regular meeting. Such a notice of motion shall commence with the statement "having voted with the prevailing side, I intend to move that the following motion be reconsidered."
- 20.3. A motion to reconsider, being made after notice at a previous board meeting and decided in the negative, shall not be entertained again during the current term of the board, or within a four-month period whichever is the lesser, unless approved unanimously by a quorum of the board.
- 20.4. When a member has moved for reconsideration of a previously decided motion, no discussion of the motion shall be allowed until the motion for reconsideration has been seconded and adopted.

21. Motion for Immediate Consideration

- 21.1. Petitions and communications on any subject within the purview of a committee shall be referred by the Chair to the proper committee via the Board meeting agenda.
- 21.2. If two-thirds of the members present at the Board meeting vote in favour of immediately considering the matter, the communication need not be directed to the committee. No discussion of the main questions shall be allowed until the motion for immediate consideration has been decided in the affirmative.

22. Motions for Closed Sessions

- 22.1. The Meeting Agenda, and Motion to move into closed session must include the reason(s) permitting a closed session, and the subject matter in general terms so as not to disclose confidential information
- 22.2. A Motion to rise from closed session shall facilitate the transition to a Meeting open to the public
- 22.3. A Motion arising from closed session shall be to obtain approval or direction publicly on matters considered in closed session and in the majority of circumstances shall be presented in general terms so as not to disclose confidential information
- 22.4. Where no direction was provided in closed session, no resulting Motion arising from closed session shall be required.

23. Decorum at Board Meetings

- 23.1. The Library Board is committed to respectful, inclusive, and productive discussion at all meetings
- 23.2. All members and attendees shall:
 - 23.2.1. Speak respectfully and avoid offensive or abusive language;
 - 23.2.2. Address all comments through the Chair;
 - 23.2.3. Refrain from personal attacks or remarks that reflect negatively on other members, staff, or prior Board decisions (except in a formal motion to reconsider);
 - 23.2.4. Remain focused on the matter under discussion;
 - 23.2.5. Avoid interrupting speakers, except on a point of order or privilege.
 - 23.2.6. refrain from introducing external reference material that has not been previously provided to board members in the board agenda package.
- 23.3. The Chair may call a member or attendee to order if conduct is disruptive, disrespectful, or contrary to policy.

24. Amendment to the By-Laws

- 24.1. No amendment or addition to the By-Laws shall be made unless due notice, setting forth the proposed amendment or addition shall have been given in writing, at a meeting previous to that at which the same comes up for consideration.

25. Amendment to Board Policy and Board regulations

- 25.1. Proposed amendments or additions to the Board policies shall be distributed to the Board members one (1) week prior to the regularly scheduled Board meeting.

26. Agenda:

- 26.1. The agenda for each meeting is prepared by the CEO in consultation with the Chair (or Acting Chair, if applicable). Items may be added to the agenda up to one week before the meeting and may include:
 - 26.1.1. Routine or special business arising from the CEO's files;

- 26.1.2. Committee recommendations;
- 26.1.3. Board member requests;
- 26.1.4. Correspondence;
- 26.1.5. Business deferred from previous meetings.

26.2. The Agenda for regular meetings can include a consent agenda within the body of the meeting plan. The request of a single board member can move an item on to the regular agenda. The monthly agenda follows the typical format as outlined.

- 1. Call to order
- 2. Reading of the Land, Respect & People Acknowledgement statement - by a rotating schedule of board members
- 3. Declaration of any pecuniary and/or conflict of interest
- 4. Delegations/Guests
- 5. Consent Agenda:
 - a. Adoption of the minutes of the previous meeting.
 - b. Acceptance of Ad Hoc Committee(s) minutes/reports
 - c. Board Chair report
- 6. Business Arising from the previous meeting(s)
- 7. Correspondence
- 8. CEO & Chief Librarian's monthly report
- 9. Finance Committee Report
- 10. Policy Committee Report
- 11. New Business
- 12. Closed Session
- 13. Motions Arising from Closed Session
- 14. Date of the Next meeting
- 15. Adjournment

27. At any time during a meeting, the Chair may declare a recess.

RELATED DOCUMENTATION:

Ontario Public Libraries Act RSO 1990 C. 44

Bourinot's Rules of Order

Municipal Conflict of Interest Act <https://bracebridge.civicweb.net/Documents/DocumentDisplay.aspx?Id=1965>

SOLS Government Resources 2020 – Meeting Management

BPL Board By-Laws #2-A – Electronic Meetings

Bracebridge Public Library Policies and Procedures Glossary

PREVIOUS REVISIONS:

1987

Board Bylaws #2: Meetings, September 1993