

## Carlow/Mayo Public Library

Policy Type: **Board Bylaws**

Policy Number: **BL-02**

Policy Title: **Composition of the Board**

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Where required, the board adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the board's appointment of its officers.

### Section 1: Composition

1. While the **Public Libraries Act**, s. 9(1) prescribes a board of no fewer than 5 members, and gives the municipal council the power to make appointments, the Carlow/Mayo Public Library Board endorses a board that consist of at least 5, and no more than 9 members.
2. In accordance with the **Public Libraries Act**, s. 10(4), municipal council will appoint all board members as new at the first meeting of council in each term.
3. In accordance with the **Public Libraries Act**, s. 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.
4. In accordance with the **Public Libraries Act**, s. 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.
5. A board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
7. In accordance with the **Public Libraries Act**, s. 13, if any members of the board are disqualified from holding office, the members shall forthwith declare the seat vacant and notify council accordingly.
8. In accordance with the **Public Libraries Act**, s.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. The new appointment's term will be concurrent with the term of the board.

## Composition of the Board (Continued)

### Section 2: Officers

1. In accordance with the **Public Libraries Act**, s. 14-15, the officers of the board are the chair, the secretary, the treasurer and the Chief Executive Officer (CEO). The **Public Libraries Act**, s. 15(5) states that “the same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer.” The **Public Libraries Act** does not prevent the board from appointing different individuals as officers in these positions. (If this is the case, in this bylaw there would be separate statements directing the board to appoint the treasurer and/or secretary.)
2. In addition, the board designates a vice-chair as an officer.
3. In accordance with the **Public Libraries Act**, s. 14(3), the chair shall be elected at the first meeting in a new term.
4. The vice chair shall also be elected at the first meeting in a new term.
5. The board appoints the CEO, who will be secretary and treasurer as allowed by the **Public Libraries Act**, s. 15(5).
6. If any of the officers step down, retires or is dismissed during his/her term, the board must immediately elect or appoint a new officer.

### Related Documents:

Calow/Mayo Public Library. **BL 03 – Terms of Reference of the Officers**  
**Public Libraries Act**, R.S.O. 1990, c P44