



BY-LAWS

of the

BOARD OF THE OTTAWA PUBLIC LIBRARY

Amended May 13, 2013

C O N T E N T S

REGULAR BOARD BY-LAWS

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**BY-LAWS
of the
BOARD OF THE OTTAWA PUBLIC LIBRARY**

I. PREAMBLE

1.1 The Ottawa Public Library Board, hereinafter called the Board, is constituted under the Public Libraries Act, 1990, Chapter P.4, of Ontario, as amended by: 1993, Chapter 27, Sched.; 1996, Chapter 32, s.83; 1997, Chapter 26, Sched. and the following Regulation (as amended); Grants for Public Libraries (R.R.O. 1990, Reg 976) enacts the following by-laws for regulation of the business of the Board.

1.2 The Board shall have a corporate seal, an impression of which is stamped on the margin hereof. This seal shall be affixed under the direction of the Board to all deeds, contracts or documents requiring the seal, and which seal shall be attested by the signatures of the Chair and the Secretary of the Board, or by such member and/or such other officer of the Board as the Board shall direct.

1.3 The Head Office of the Board shall be at the Ottawa Public Library Executive Offices, Ottawa Public Library, 120 Metcalfe Street, Ottawa, Ontario, K1P 5M2.

1.4 The purpose of the Board is to provide public library services to the residents of the municipality of the city of Ottawa as set out in the Public Libraries Act and/or as defined by the Board from time to time.

1.5 The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers. Where there is any conflict with the Public Libraries Act as amended, or other acts such as the Municipal Act, the Act or acts shall take precedence.

II. INAUGURAL MEETINGS

2.1 The first or inaugural meeting of the Board in a new term shall be called by the Chief Executive Officer/City Librarian in January or as soon as possible thereafter.

2.2 At the time appointed for the meeting, the Chief Executive Officer/City Librarian shall call the Board to order and read the names of the members appointed. The Chief Executive Officer/City Librarian shall act as chair *pro tem* for the election of the Chair for a two-year period ending in December of the second year of the Board's term, and shall call for nominations. All nominations must be moved and seconded.

2.3 Nominations shall be closed by motion made and seconded. If only one person has been nominated, he/she shall be declared elected. Each candidate shall have up to five minutes to explain why he/she believes they are qualified for the position. The member receiving a majority of the votes cast shall be declared elected by the Chief Executive Officer/City Librarian. Should no

member receive a clear majority, the Chief Executive Officer/City Librarian shall so declare and open voting shall proceed until a Chair is elected.

In the event there is no clear majority, a run-off election shall be held amongst the candidates with the lowest number of votes. The candidate with the highest number of votes cast in the run-off election shall be declared a final candidate. A final election between the winner of the run-off election and the candidate with the highest number of votes during the initial round of voting shall be held. The winner shall be the candidate with a clear majority of votes cast. In the event of a tie at any stage of the process, a second vote between the tied candidates will be held. Should a tie persist, candidates shall then draw straws. The candidate drawing the long straw shall be declared the winner of that round, or elected.

2.4 The elected Chair takes the chair and calls for nominations for the position of Vice-Chair using the same process outlined in paragraph 2.3.

2.5 Following the election of the Vice-Chair, the Chair calls the regular meeting to order.

III. REGULAR MEETINGS

3.1 A regular meeting of the Board shall be held on the 2nd Monday of each month, at a time to be determined by the Board.

3.2 The Board, in approving its meeting schedule for the year, may provide for regular meetings on a date other than the 2nd Monday of each month, provided that a minimum of 10 regular meetings in at least 10 months are scheduled for and held in each calendar year.

3.3 At a regular meeting, the Chair may provide, with the consent of the Board, that the date of a subsequent regular meeting shall be other than that approved in the schedule of meetings, provided that the minimum of 10 regular meetings in at least 10 months is met.

3.4 Written notice of all regular meetings together with the proposed agenda and the minutes of the immediately preceding regular meeting and of any special meetings shall be communicated to each member of the Board at least five (5) business days in advance of such meetings.

3.5 Board meetings shall be open to the public, except when the Board is of the opinion that intimate financial or personal matters may be disclosed at a meeting and that the desirability of protecting against the consequences of their public disclosure outweighs the desirability of holding the meeting in public. Agendas will be made available to members of the public at least five (5) business days in advance of such meetings.

3.6 The Chief Executive Officer/City Librarian shall designate a Recording Secretary for meetings.

IV. SPECIAL MEETINGS

4.1 The Chair or any five members may summon a special meeting of the Board by giving, through the Secretary, at least two (2) business days' notice in writing to each member, specifying the purpose for which the meeting is called. No business shall be transacted at such meeting other than that specified in the notice without the unanimous consent of the members of the Board present and the concurrence of those absent either in writing or by voice to the Chair.

V. NOTIFICATION OF VACANCY

5.1 If a Board member,

- a) Is convicted of an indictable offence;
- b) Becomes incapacitated;
- c) Is absent from regular meetings of the Board for three (3) consecutive months without being authorized by a board resolution;
- d) Ceases to be qualified for membership under clause 10 (1) (c) of the Public Libraries Act;
- e) Otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly. (R.S.O. 1990, c. P.44, s. 13) If a member is absent for two consecutive months of regular meetings without the board member providing written explanation for his/her absence, the member shall be notified by the Secretary that a third absence may result in the member's seat being declared vacant by the Board.

5.2 Vacancies arising for any reason shall be filled by the Council in accordance with the provisions of the Public Libraries Act and the person appointed shall hold office for the unexpired term of the person whose place has become vacant.

5.3 At the end of December in each year, the Recording Secretary shall compile a statement of each Member's record of attendance at meetings during the past year for submission to the Board at its next meeting. The record of attendance shall be for regular Board meetings, special Board meetings and standing committees of the Board.

5.4 The Board shall reimburse its members for proper travelling and other expenses incurred in carrying out their duties as members of the Board as set out in Board policy.

VI. ORIENTATION

6.1 The Board shall institute and support a training and orientation program whereby the

Board as a whole and each of its members is oriented to its/their responsibilities and the Library in general.

VII. QUORUM

7.1 A quorum for either board or committee meetings constitutes a simple majority. The presence of a majority of the Board or one of its committees is necessary for the transaction of business at a meeting. If a quorum is not present within thirty minutes after the hour for which any meeting of the Board or one of its committees has been called, the Secretary shall record the names of such members as present and the meeting shall stand adjourned.

7.2 Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion of a regular meeting of the Board or, if necessary, written approval of such decisions is obtained from all the members of the Board.

7.3 A member is deemed to be in attendance if he or she is physically present at the meeting. The Board may also deem a member to be in attendance if that member is participating via teleconference providing equipment and technical support is available. In a teleconference meeting, voting shall be conducted by roll call.

VIII. VOTING

8.1 Decisions of the Board shall be taken by a simple majority of the members present. However, should there be a requirement to rescind a motion decided in the affirmative or to reconsider a lost motion, a two-thirds majority vote of those present is required. With respect to either a motion to reconsider or a motion to rescind, formal notification must be provided in writing at least five business days prior to the next full Board meeting.

8.2 The Chair or Acting Chair of the Board shall vote with the other members of the Board upon all questions. Any question on which there remains an equality of votes shall be deemed to be decided in the negative.

8.3 Voting shall be by show of hands, except where otherwise provided for in these bylaws. Upon request by any member made before the matter is put to a vote, the yeas and nays shall be recorded.

8.4 If any Member present does not vote when a question is put, they shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring a conflict of interest in the matter or question.

8.5 Proxy voting is not permitted. Each individual participating Board member shall have one vote.

IX. CONDUCT OF MEETINGS

Order of Business

9.1 The order of business at the regular meetings of the Board shall be as determined by the Board.

Rules and Practice

9.2 The rules and practice of *Bourinot's Rules of Order*, as amended by the Ottawa Public Library Board at the March 21, 2001 meeting, shall govern wherever applicable in all cases not specifically provided in these by-laws. In all unprovided cases in the proceedings of the Board or Committees of the Board, the matter will be decided by the Chair, where applicable, and with necessary modifications in accordance with the *Standing Orders of the Legislative Assembly of Ontario*.

Open Meetings

9.3 Except as provided in this section, all meetings shall be open to the public.

9.4 Subject to sections 9.5 and 9.6, a meeting shall not be closed to the public during the taking of a vote.

Closed meetings

9.5 A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose;
- (g) a meeting in respect of which a board or committee of a board may hold a closed meeting under another Act.
- (h) related to the consideration of a request under the *Municipal Freedom of Information Act*.

9.6 Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution,

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting.

Minutes, Agendas and Reports

9.7 Minutes of the previous meeting and any special meetings shall be delivered to the Board member's designated address at least five (5) business days prior to a meeting.

9.8 Minutes of committees shall be delivered to the Board members in the same manner as minutes of Board meetings except as set out in 9.8 and 9.9.

9.9 Minutes of meetings of committees held later than five (5) business days prior to the Board meeting may be laid on the table at the time of the Board meeting.

9.10 When a committee meets and such minutes cannot be made available to the Board at its next meeting, written resolutions may be distributed to the Board at the proper time.

9.11 A written agenda shall be prepared by the Chief Executive Officer/City Librarian, in consultation with the Chair and shall be provided to the members in the same manner, as are the minutes. Any member of the Board wishing to place an item on the written agenda may do so by making a request to the Chief Executive Officer/City Librarian not later than the 6th business day prior to the meeting.

9.12 At the beginning of the regular meeting, the Chair may announce additional items to be added to the agenda, provided that they relate to matters which cannot be delayed for reasons of health, safety, emergency, legal deadline or prudent management. All other items will be deferred to the next or special meeting.

9.13 Notwithstanding 9.11, the Board may consider correspondence, reports and so forth without a motion having been made. If no action is required, the Chair may order the matter to be filed. If action is required, the Chair may designate the action to be taken if there is no objection by any member of the Board present. Alternatively, the Board, by motion, may approve recommendations or may direct action to be taken.

9.14 The Board may consider minutes of its committees and verbal reports without a motion having been made.

Language

9.15 The Board and its Committees may conduct their meetings in either English or French or in both English and French. The minutes of the proceedings and the by-laws and resolutions of the Board shall be kept in accordance with the Board's language policy.

9.16 The officers of the Board and staff of the Library may conduct the business and affairs of the Library in such language, including a language other than English or French, as may be reasonable in the circumstances.

X. COMMITTEES

10.1 At the December meeting in the second year of the Board's term, the Board shall appoint a Nominating Committee composed of three members to draft a slate of nominees for the position of Chair and Vice-Chair for the next two years of the Board's term.

10.2 Special or standing committees may be appointed at the discretion of the Board. Any such committee may be duly authorized by motion of the Board to act for the Board between its regular meetings. Actions or powers executed by any such committee shall be ratified by the Board at its next regular meeting. The Board shall determine the size, composition and terms of reference for each committee so formed. The terms of reference may be amended on the recommendation of the committee with the approval of the Board. The Chair shall be an *ex officio* member of all special and standing committees formed.

10.3 The Board may invite qualified individuals from outside the Board to sit on an ad hoc advisory group with members of the Board, to consider specific matters referred to such group by the Board.

XI. CHAIR, VICE-CHAIR AND ACTING CHAIR

11.1 The Chair shall hold office for two years. At the first meeting in the third year of the Board's term, the Chief Executive Officer/City Librarian shall act as chair *pro tem* for the election of the Chair for the next two-year period, and shall call for nominations. All nominations must be moved and seconded. The election of the Chair shall follow the procedure outlined in Section 2.3 of these bylaws.

11.2 The Chair shall preside at all meetings of the Board and shall be an *ex officio* member, with a vote, of all committees and shall be notified of all committee meetings.

11.3 The Vice-Chair shall hold office for two years. The election of the Vice-Chair for the second half of the Board's term shall follow the procedures outlined in Sections 2.4 and 2.5 of these by-laws.

11.4 In the absence of the Chair, the Vice-Chair shall preside at the meeting of the Board. In the event the Chair position becomes vacant for any reason, the Vice-Chair shall assume the office for the unexpired term and a new Vice-Chair shall be elected. In the absence of the Chair and the Vice-chair, the Board may appoint one of its members as Acting Chair.

11.5 Signing officers of the Board shall be the Chair, the Vice-Chair and the Chief Executive Officer/City Librarian and the signatures of any two as follows shall be affixed to documents as necessary.

- One of the Chair or Vice-Chair and,
- One of the Chief Executive Officer/City Librarian

11.6 The Board delegates responsibility to the Chair to act as spokesperson for the Board as required to communicate decisions and policies of the Board.

XII. CHIEF EXECUTIVE OFFICER/CITY LIBRARIAN

12.1 The Chief Executive Officer/City Librarian (hereinafter "City Librarian"), appointed by the Board, shall also be the Secretary and Treasurer, and shall carry the title of City Librarian of the Ottawa Public Library.

12.2 The City Librarian, as Treasurer, shall be responsible for:

- Keeping the financial accounts of the Library.
- Preparing and presenting quarterly reports of receipts and expenditures.
- Preparing the annual financial report and budgets for Board approval.
- Transmitting to the members of the Board copies of the annual report of the municipal auditor.
- Providing such other reports and information as may be required by the Board and the Public Libraries Act of Ontario.
- Certify to all accounts presented to the Board.
- Authorize payment of accounts and salaries within the amount approved under the budget, or by resolution of the Board.

12.3 The City Librarian shall have general supervision over and direction of the operations of the Library and its staff, and shall have the other powers and duties that the Board assigns to him or her from time to time.

12.4 The City Librarian shall be responsible for hiring personnel, arranging or rearranging the duties of all employees, and may suspend or dismiss any employee of the Library Board.

12.5 The City Librarian shall present to the Board an annual report as well as regular reports on the activities of the Library.

12.6 The City Librarian shall:

- a) Notify members of the meetings of the Board and all committees.
- b) Keep a record of all meetings of the Board and of committees.
- c) Issue minutes of Board meeting to all Board members.
- d) Shall attend all board meetings as its secretary.
- e) Perform such other duties as the Board may direct.

XIII. FINANCE

13.1 The Board shall submit its annual financial statements, audited by a person appointed under Section 88 of the Municipal Act to Council annually on or before the date specified by council.

13.2 The City Librarian or his/her designate may enter into contracts on behalf of the Board in accordance with the relevant policy set out by the Board.

13.3 The City Librarian, in his/her role as Treasurer, shall submit to the Board, as soon as practical after the end of the fiscal year, an Annual Financial Statement.

13.4 The Treasurer's responsibilities are outlined in Article 12.1.

**XIV. MOTION TO INTRODUCE NEW BY-LAWS
OR TO AMEND EXISTING BY-LAWS**

14.1 No new by-laws shall be introduced unless notice thereof is given in writing at a previous meeting of the Board. No new bylaw shall be adopted unless it is carried by a two-thirds vote of the whole Board.

14.2 No amendment to these by-laws shall be made unless notice thereof is given in writing at a previous meeting of the Board, and no such amendment shall be adopted unless it is carried by a two-thirds vote of the whole Board.

XV. NOTICE OF MOTION

15.1 All motions other than routine business or those arising out of reports from standing or special committees may be void unless the mover gives notice thereof at least six business (6)

days before the meeting at which said motion is to be presented. This notice shall be given in writing to the Secretary of the Board and it shall be accompanied by the copy of the proposed motion and said motion shall be communicated to all members of the Board five business (5) days before the meeting of the Board.

XVI. GENERAL NOTICE

16.1 For the purposes of these bylaws, notice shall be deemed to be given if notice is communicated electronically, by facsimile or by courier.

XVII. ENTRY INTO FORCE

17.1 These by-laws shall come in force on April 24, 2001.



Chair, Ottawa Public Library Board



Chief Executive Officer

APPENDIX A

History of Amendments to the By-Laws of the Board of the Ottawa Public Library

<u>DATE</u>	<u>SECTION AMENDED</u>	<u>AMENDMENT</u>
May 10, 2004	2.3	Nominations shall be closed by motion made and seconded. If only one person has been nominated, he/she shall be declared elected. If more than one person has been nominated, the Chair shall be elected by secret ballot. Each candidate shall have up to five minutes to explain why he/she believes they are qualified for the position. Senior staff will act as scrutineers. The member receiving a majority of the votes cast shall be declared elected by the Chief Executive Officer/City Librarian, but the count shall not be disclosed. Should no member receive a clear majority, the Chief Executive Officer/City Librarian shall so declare and balloting open voting shall proceed until a Chair is elected.
May 10, 2004	8.3	Voting shall be by show of hands except where otherwise provided for in these bylaws. Upon request by any member made before the matter is put to a vote, the yeas and nays shall be recorded.
May 10, 2004	11.1	The Chair shall hold office for one year and may be re-elected for two additional one-year periods in the same term three years. The Chair shall preside at the meetings of the Board.
October 18, 2004	7.1	A quorum for either Board or Committee meetings constitutes a simple majority (i.e. 50% plus 1 51%). The presence of a majority of the Board or one of its committees is necessary for the transaction of business at a meeting. If a quorum is not present within thirty minutes after the hour for which any meeting of the Board or one of its committees has been called, the Secretary shall record the names of such members as present and the Board meeting shall stand adjourned.
October 18, 2004	10.2	Special or standing committees may be appointed at the discretion of the Board. Any such committee may be duly authorized by motion of the Board to act for the Board between its regular meetings. Actions or powers executed by any such committee shall be ratified by the Board at its next regular meeting. The Board shall determine the size, quorum , composition and terms of reference for each committee so formed. The terms of reference may be amended on the recommendation of the committee with the approval of the Board. The Chair shall be an <i>ex officio</i> member of all special

and standing committees formed.

January 16, 2006 2.3

In the event there is no clear majority, a run-off election shall be held amongst the candidates with the lowest number of votes. The candidate with the highest number of votes cast in the run-off election shall be declared a final candidate. A final election between the winner of the run-off election and the candidate with the highest number of votes during the initial round of voting shall be held. The winner shall be the candidate with a clear majority of votes cast. In the event of a tie at any stage of the process, a second vote between the tied candidates will be held. Should a tie persist, candidates shall then draw straws. The candidate drawing the long straw shall be declared the winner of that round, or elected.

October 16, 2006 9.3-9.6

In-Camera Meetings Open Meetings

9.3 Except as provided in this section, all meetings of the Board shall be open to the public.

9.4 Despite subsection 9.3, where the Board is of the opinion that intimate financial or personal matters may be disclosed at a meeting and that the desirability of protecting against the consequences of their public disclosure significantly outweighs the desirability of holding the meeting in public and notwithstanding any requests to the contrary by an interested party, the Board may hold that portion of the meeting in the absence of the public. The request shall be in the form of a motion "that items ... be considered in camera". Such a motion shall be non-debatable. Subject to sections 9.5 and 9.6, a meeting shall not be closed to the public during the taking of a vote.

Closed meetings

9.5 An in camera meeting shall be ended by a resolution that the regular meeting be resumed and any decision taken in the in camera meeting shall be made public. A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the

- board:
- (f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose;
 - (g) a meeting in respect of which a board or committee of a board may hold a closed meeting under another Act.
 - (h) related to the consideration of a request under the *Municipal Freedom of Information Act*.

9.6 Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution,

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting.

- | | | |
|------------------|------|---|
| October 16, 2006 | 2.2 | At the time appointed for the meeting, the Chief Executive Officer/City Librarian shall call the Board to order and read the names of the members appointed. The Chief Executive Officer/City Librarian shall act as chair <i>pro tem</i> for the election of the Chair for the current year a two-year period ending in December of the second year of the Board's term, and shall call for nominations. All nominations must be moved and seconded. |
| October 16, 2006 | 10.1 | At its the December meeting in the second year of the Board's term, the Board shall appoint a Nominating Committee composed of three members to draft a slate of nominees for the position of Chair and Vice-Chair for the following year next two years of the Board's term. |
| October 16, 2006 | 11.1 | The Chair shall hold office for three two years. At the first meeting in the third year of the Board's term, the Chief Executive Officer/City Librarian shall act as chair <i>pro tem</i> for the election of the Chair for the next two-year period, and shall call for nominations. All nominations must be moved and seconded. The election of the Chair shall follow the procedure outlined in Section 2.3 of these bylaws. The Chair shall preside at the meetings of the Board. |
| October 16, 2006 | 11.2 | The Chair shall preside at all meetings of the Board and shall be an <i>ex officio</i> member of all committees and shall be notified of all committee meetings. |
| October 16, 2006 | 11.3 | The Vice-Chair shall be appointed to hold office for one year two years and may be re-elected for two additional one year |

~~periods in the same term.~~ The election of the Vice-Chair for the second half of the Board's term shall follow the procedures outlined in Sections 2.4 and 2.5 of these by-laws.

October 16, 2006 5.1

If a Board member,

- (a) Is convicted of an indictable offence;
- (b) Becomes incapacitated;
- (c) Is absent from the regular meetings of the Board for three (3) consecutive months without being authorized by a board resolution;
- (d) Ceases to be qualified for membership under clause 10 (1) (c) of the Public Libraries Act;
- (e) Otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly. (R.S.O. 1990, c. P.44, s. 13) If a member is absent for two consecutive months of regular meetings without the board member providing written explanation for his/her absence, the member shall be notified by the Secretary that a third absence may result in the member's seat becoming being declared vacant by the Board.

April 20, 2009 5.3

At the end of December in each year, the Recording Secretary shall compile a statement of each Member's record of attendance at meetings during the past year for submission to the Board at its next meeting. ***The record of attendance shall be for regular Board meetings, special Board meetings and standing committees of the Board.***

Nov 14, 2011 1.3

The Head Office of the Board shall be at the Ottawa Public Library ~~Administrative~~ **Executive** Offices, Ottawa Public Library, 120 Metcalfe Street, Ottawa, Ontario, K1P 5M2.

Nov 14, 2011 1.4

The purpose of the Board is to provide public library services to the residents of the City **municipality** of Ottawa as set out in the Public Libraries Act and/or as defined by the Board from time to time.

Nov 14, 2011 7.3

A member is deemed to be in attendance if he or she is physically present at the meeting. The Board may also deem a member to be in attendance if that member is participating via teleconference ~~or other communications method acceptable to the Board~~ **providing equipment and technical support is available. In a teleconference meeting, voting shall be conducted by roll call and shall be recorded.**

Nov 14, 2011	8.4	If any Member present does not vote when a question is put, they shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring a conflict of interest in the matter or question. Proxy voting is not permitted. Each individual participating Board member shall have one vote.
Nov 14, 2011	10.2	Special or standing committees may be appointed at the discretion of the Board. Any such committee may be duly authorized by motion of the Board to act for the Board between its regular meetings. Actions or powers executed by any such committee shall be ratified by the Board at its next regular meeting. The Board shall determine the size, composition and terms of reference for each committee so formed. The terms of reference may be amended on the recommendation of the committee with the approval of the Board. The Chair shall be an <i>ex officio</i> member, with a vote , of all special and standing committees formed. Once approved, committee meeting minutes will be distributed to all Board members within 3-5 business days and become a permanent record of the Ottawa Public Library. Any recommendations stemming from such meetings will be presented to the Board in report form for their consideration at their next regular Board meeting.
Nov 14, 2011	11.2	The Chair shall preside at all meetings of the Board and shall be an <i>ex officio</i> member, with a vote , of all committees and shall be notified of all committee meetings.
Nov 14, 2011	11.5	It shall be the duty of the Chair (or in his or her absence the Vice Chair) to sign all cheques for accounts passed by the Board and for salaries, to sign all drafts or requisitions to the City Treasurer on account of Library rates of appropriations and to sign all deeds, contracts or documents relating to the Library. Signing officers of the Board shall be the Chair, the Vice-Chair and the Chief Executive Officer/City Librarian and the signatures of any two as follows shall be affixed to documents as required necessary . <ul style="list-style-type: none"> • One of the Chair or Vice-Chair and, • The Chief Executive Officer/City Librarian

Nov 14, 2011	12.2	<p>The City Librarian, as Treasurer, shall be responsible for:</p> <ul style="list-style-type: none"> • Keeping the financial accounts of the Library. • Preparing and presenting monthly quarterly reports of receipts and expenditures. • Preparing the annual financial report and budgets for Board approval. • Transmitting to the members of the Board copies of the annual report of the municipal auditor. • Providing such other reports and information as may be required by the Board and the Public Libraries Act of Ontario. • Certify to all accounts presented to the Board. • Countersign all cheques, except when absent on extended leave, at which time some other person appointed by the Board shall countersign. • Authorize payment of accounts and salaries within the amount approved under the budget, or by resolution of the Board.
May 13, 2013	3.2	<p>The Board, in approving its meeting schedule for the year, may provide for regular meetings on a date other than the 2nd Monday of each month, provided that a minimum of 10 regular meetings in at least 10 months are scheduled for and held in each calendar year.</p>
May 13, 2013	3.3	<p>At a regular meeting, the Chair may provide, with the consent of the Board, that the date of a subsequent regular meeting shall be other than that approved in the schedule of meetings, provided that the minimum of 10 regular meetings in at least 10 months is met.</p>

APPENDIX B

Major Items Covered in the Public Libraries Act

The current provincial legislation provides for the following elements:

- a) Board composition and qualification of board members [Sec 9 (2); 10 (1)]
- b) First meetings [Sec 14 (1)], vacancies [Sec 11 (1); 12], disqualification of board officers [Sec 13]
- c) Regular and special meetings [Sec 16 (1) (2)]
- d) Open/closed meetings [Sec 16.1 (1)]
- e) Quorum and voting [Sec 16 (5), (6)]
- f) Authorizes real property acquisitions and expropriations [Sec 19 (1)]
- g) Powers and duties of the board [Sec 20]
- h) Retirement allowances/pensions/and sick leave for staff [Sec 22]
- i) Free and fee for service is delineated and the desirability of making library rules is set out [Sec 22]
- j) Budgeting and variance procedures [Sec 24]
- k) Requirements for annual reports [Sec 29 (2)]
- l) Requirements for 10 meetings per year [Sec 16 (1)]
- m) Board discretion to reimburse members expenses [Sec 18]
- n) Board duty to provide comprehensive and efficient service that reflects the community's unique needs [Sec 20 (a)]
- o) Board shall seek to provide library services in the French language, where appropriate [Sec 20 (b)]
- p) Borrowing charges are not allowed [Sec 23; Regulation 976]
- q) Budget procedures (estimates) specified by a board's appointing municipal council must be followed [Sec 24]