

Board Meetings Policy

<i>Topic</i>	Board Governance
<i>Authority</i>	Board
<i>Related Documents</i>	

Organizational Meetings

The Regional Municipality of Wood Buffalo Library Board holds its Organizational Meeting at the regular meeting in January each year.

The business of each Organizational Meeting is the election of Board Chair, election of the Vice Chair, and appointment of Board members to committees, all of whom hold office until the next Organizational Meeting.

Regular Meetings

Regular meetings of the Board take place the third Wednesday of each month at 6 p.m., except for July, August, and December. If a holiday lands on the third Wednesday, the meeting moves to the fourth Wednesday of that month.

In July, August and December, the Executive Committee handles business as needed.

Board meetings may take place at a physical location at Wood Buffalo Regional Library (WBRL), or virtually as needed.

The meeting agenda is provided in advance of the meeting; the agenda is followed, unless the majority of Board members agree the agenda can be changed.

Attendance

A Board member may participate in a meeting of the Board or of a committee of the Board by physical attendance at the location of the meeting or by remote attendance (including, but not limited to, telephone and video conference).

For meetings taking place at a physical location, Board members must provide notice of remotely attending to the Director in advance of the meeting so appropriate arrangements can be made.

A Board member who is unable to attend is expected to notify the Board Chair or Director prior to the start of the meeting.

Quorum

Quorum for Board meetings is one half of the current Board members plus one.

Voting

The Board Chair determines the method of vote depending on the meeting. Board members normally vote by division, voice, or general consent. Secret ballots are used when deemed necessary.

The Board Chair has the right to vote.

A tie vote is a negative vote.

The Board reserves the right to conduct electronic votes when needed on an urgent basis and where the matter in question cannot await the next regular meeting; the Board will ratify any action taken at the next Board meeting. The minutes of this meeting will record the ratification.

Meeting Conduct

The Board Chair conducts Board meetings using Robert's Rules of Order as a guideline.

Special Meetings

The Board Chair (or in the absence of the Chair, the Vice Chair) has the authority to call special meetings with 48 hours' notice to Board members. The meeting may be held with less than 48 hours' notice with the consent of 2/3 majority of the Board. The Board may call a special meeting whenever the Board Chair considers it appropriate to do so.

Public Attendance at Board Meetings

Regular Board meetings are open to members of the public.

Members of the public attending a Board meeting must conduct themselves in accordance with all applicable policies regarding their attendance and conduct at Board meetings. Improper conduct may result in expulsion by the Board Chair.

The Board recognizes the importance of hearing the opinions of residents. Ideas and feedback from the public assist in making decisions and addressing the needs of the community.

Public Presentations at Library Board Meetings

Members of the public may request to present at a Board meeting by submitting a written request to the Director at least three (3) weeks in advance. Requests must include:

- Name, contact information, and organization (if applicable)
- A summary of the presentation topic and relevant documentation

The Director will determine if the topic falls within the Board's governance jurisdiction. If approved, the presentation will be scheduled. If denied, the individual may appeal to the Chair.

If unable to attend in person, a written submission may be provided for Board review and inclusion in the meeting record.

Presentation Guidelines

- Presentations are limited to five (5) minutes, excluding Board questions.
- Presenters must speak only on approved topics, follow meeting procedures, and maintain respectful conduct.
- The Board will not respond during the meeting but may provide a written response within two (2) weeks if required.

Restrictions

The Board will not hear presentations on:

- Matters outside the Library's mandate

- Political issues

All submissions (excluding personal contact details) become part of the public record. The Chair may end a presentation if guidelines are not followed.

In Camera

Subject to FOIP, the Board may hold a meeting in the absence of the public only if the subject matter being considered is confidential in nature, including but not limited to:

- Personal information of an individual including a WBRL employee, a Board member, or potential individuals currently under consideration for those posts.
- Property.
- Litigation.

Minutes

The Director prepares a draft of the meeting minutes and sends to the Board along with the following month's agenda.

At each regular meeting of the Board, the Board Chair presents the draft minutes of Board meetings not already approved, for approval by the Board.

Any Board member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission. Minutes are not amended if the amendment alters or affects in a material way the actual decision made by the Board.

Upon approval of any minutes, the minutes are placed in record books maintained by the Board and the Board Chair (or Vice Chair or temporary chair, as applicable) signs the books as required by the Act.

History

Created: October 21, 2020.

Revised: January 19, 2022. February 15, 2023. February 19, 2025.