

## Topic: Library Board By-laws

### 1.21 Order of Proceedings at Board Meetings

Board Motion Number:	<b>19.028</b>
Date of Original Board Motion Number:	<b>October 22, 2007</b>
Date of Current Issue:	<b>April 23, 2019</b>
Date of Next Review:	<b>2023</b>
Attachments:	

Signature of Board Chairperson (and Date):

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The order of proceedings at meetings of the North Kawartha Library Board will basically be undertaken in accordance with Robert's Rules of Order. (See Appendices.)

1. The presence of a majority of the Board is necessary for the transaction of business at a meeting.
2. As the North Kawartha Library Board is composed of five members, three or more members shall constitute a majority of the members of the Board.
3. Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present.
4. Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
5. If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled.
6. In the absence of the Chairperson, the Vice-Chairperson shall preside.

7. The order of business for all regular meetings of the Board shall be as follows:

1. Call to order/Roll Call
2. Declaration of any conflicts of interest
3. Approval of the agenda
4. Adoption of minutes of the preceding meeting
5. Deputations and Presentations
6. Business arising/Follow Up, including staff reports. This section includes business labeled as "Open" or listed as 'new business' in the previous meeting minutes
7. New business.
8. Financial – Treasurer's Report
9. Library Statistics
10. Board Orientation
11. Correspondence
12. Adjournment and announcement of date of next meeting

8. When a closed session is added to the regular board meeting, it will become item twelve in the order of business and adjournment and announcement of date of next meeting will be item thirteen.

9. The agenda itemizes the order of business of a meeting, lists and alerts members to the business that will be dealt with, and ensures that all matters are approached in a consistent manner.

10. The agenda is prepared by the Secretary in conjunction with the Chairperson. Individual trustees may ask through the Chair to have items included in the agenda.

11. The Secretary shall distribute the agenda, with all reports and enclosures (i.e. the Board package) to all Board members not less than four days prior to the relevant Board meeting.