

Board Motion Number:	2022-04	Date of Review:	June 16, 2024
Date Approved:	March 21, 2022	Chairperson's signature:	Original signed by: Julia Harris, Board Chair

## **BOARD COMMITTEES**

### **BACKGROUND**

The *Public Libraries Act, R.S.O 1990, c. P. 44* provides the Library Board with the authority to “appoint such committees as it considers expedient.”

Oxford County Library Board committees will be used only to strengthen the Board's responsibilities for overall governance of the Oxford County Library. The Board currently has no standing committees.

### **PURPOSE**

The purpose of this policy is to provide a statement of the philosophy and identify key objectives with respect to establishing committees of the Library Board.

This policy applies to any group that is formed by Board action, whether or not it is called a committee, and regardless of whether the group includes Board members. It does not apply to staff committees formed under the authority of the CEO/Chief Librarian or to County staff committees under the authority of the CAO.

### **PROCEDURES**

The Oxford County Library Board operates at its full strength when including all members in discussions and decisions. As such, the Board does not make use of committees unless it is determined to necessary by the Board. In the use of committees, the Board recognizes that prior to striking a committee, key objectives for said committee must be established through a Terms of Reference and approved by the Board.

#### **Types of Committees**

##### *Standing Committees*

- These committees will be permanent until determined by the Board to be no longer required and must deal with a specific issue.
- Standing Committee members will be appointed at the first meeting of a new term, or at the creation of the committee.
- Committee Chairs shall be elected by the committee and membership appointed by the Board Chair.

##### *Ad Hoc Committees*

- From time to time the Board may establish ad hoc committees to deal with special matters. The Chair shall appoint these committees and their Chairs.
- Ad Hoc Committees may include non-board members when appropriate.

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- Ad Hoc Committees shall operate for a defined period of time and have a specific purpose.

### **Responsibilities**

The Oxford County Library Board may strike committees in areas of interest in order to further the work of the Board.

All committees shall:

- Require a quorum to conduct business.
  - If there is not a quorum, the meeting may continue and a report shall be made to the Board.
- Have a specific issue or purpose which must be defined in written terms of reference or by a Board Policy and only be amended by Board resolution.
- Produce meeting minutes recorded by the Board Secretary, or designate, unless otherwise instructed by the Board at the time the committee is struck.
- Set up a timetable that will be forwarded and reviewed by the Board.

### **Limitations**

Board committees may not speak or act for the Board, except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in the committee's terms of reference and approved by the Board in order not to create conflict with authority delegated to the CEO/Chief Librarian and/or to Board officers.

In keeping with the Board's broader focus, committees will not have direct dealings with current staff operations.

Committees shall not supervise or direct staff nor obstruct the authority of the CEO/Chief Librarian.

### **References and Related Documents:**

#### **Legislation**

*Public Libraries Act, R.S.O. 1990, c. P. 44.*

#### **Oxford County By-Laws and Policies**

County of Oxford. (August, 2023). *Procedure By-Law No. 6268-2020*