

Section	Governance/Administration	Section #:	1
Sub-section	Organization of the Board	Sub-section #:	1.1
Topic	Appointment and Composition of the Board	Policy #:	1.1.1

Policy

The Board bears legal responsibility for the Library by ensuring that it operates in accordance with the Ontario *Public Libraries Act*, R.S.O. 1990, chapter P.44. The Board is appointed by the Council of Selwyn Township. In accordance with the *Public Libraries Act*, Selwyn Public Library shall be under the management and control of the Board.

The Board acts on behalf of the community in the discharge of its mandate and is appointed by and accountable to the Selwyn Township Council for the financial affairs of the library.

The Selwyn Library Board adheres to the ***Public Libraries Act***, R.S.O. 1990, chapter P.44 as it relates to the composition of the Board. The purpose of this policy is to guide the Council's appointment process for Board members.

Appointment of the Library Board

1. An appointee to the Board must be 18 years of age, a Canadian Citizen, a resident of Selwyn Township, and not employed by the Library or Selwyn Township.
2. While the ***Public Libraries Act***, section 9(1) prescribes a Board of no fewer than 5 members, and gives the Municipal Council the power to make appointments, the Selwyn Library Board endorses a Board that consists of at least 5, and no more than 9 members.
3. In accordance with the ***Public Libraries Act***, section 10(4), Municipal Council will appoint all Board members within the first 60 days of a new Council term.
4. The Board should include no more than two Municipal Council Representatives and the remaining members shall be qualified members of the public at large and appointed by Council.
5. Appointees to the Board shall not work as regularly scheduled volunteers in the library or its associated thrift shops but may work as volunteers for fundraising or community outreach.
6. There should be an equitable number of representatives from each ward of the Township if possible.

7. When possible, the Board shall be representative of the Selwyn Township community with a balanced mix of gender, age, vocational backgrounds and community interests.
8. In accordance with the ***Public Libraries Act***, section 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.
9. A Board member may be re-appointed for subsequent terms at the discretion of Municipal Council and may serve up to three terms after which they will be required to take a break for one term before serving on the Board again, to ensure both continuity and also fair public representation.
10. A member seeking re-appointment must complete the same application process as new applicants, including a criminal reference check, and must continue to comply with the required criteria for application.
11. In accordance with the ***Public Libraries Act***, section 13, if any member of the Board is disqualified from holding office, the members shall forthwith declare the seat vacant and notify the municipal council accordingly. (see Board Bylaws 1.1.7).
12. In accordance with the ***Public Libraries Act***, section 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.
13. An appointee is no longer qualified to sit on the Board if they are convicted of an indictable offense, become incapacitated, is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution, ceases to be qualified for membership under clause 10 (1) (c), or otherwise forfeits his or her seat.
14. The attached application form is the appropriate form for application and re-application to the Selwyn Public Library Board. A completed criminal reference check as prescribed by Selwyn Township must accompany each application form (Appendix A).

History:		
Date of Original Board Motion:	December, 2018	
Date of Amendments: (if any)	May, 2022	2022.052
Date of Next Review:		
Attachments:	Application Form	