

POLICY: BOARD MEETINGS

SECTION B: Governance

Committee Responsible: Governance
Committee Approved: June 3, 2023
Board Approved: August 26, 2023
Review Date: 2025

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STATEMENT OF INTENT

Marigold Library Board, as the legal authority for the System, guides and directs Marigold through decisions made at legally constituted meetings.

Board meetings provide:

- Opportunities for developing consensus among the membership on the beliefs, values and issues that affect the work of the System.
- A process for deciding and clarifying the direction of the Board and maintaining fiscal stewardship.
- Support for advocacy and lobbying campaigns.
- Opportunities to enhance awareness of the needs of the participating municipalities.

CONDITIONS

Marigold Board shall meet in January, April, August, and November. A section of the April meeting is designated as the Annual General Meeting (AGM). The AGM is held before April 30 of each year. The Chair or any four members of the Marigold Board may summon a Special Meeting of the Board at any time.

Board meetings shall be open to the public.

Voting privileges are extended only to appointed Board members. Guests are invited to contribute to the discussion at the discretion of the Chair.

PROCEDURES

Notices of meetings are distributed no fewer than 21 days prior to the date of the meeting. The meeting package will be available online prior to the meeting.

Committees present policies and plans to the Executive Committee and Marigold Board for approval. The review of bylaws, policies and plans will follow the scheduled review dates.

The meeting may take place in a variety of formats.

Annual General Meeting (AGM)

Invitations to the AGM, with an RSVP, are extended to all participating councils and member library boards.

The AGM agenda includes, but is not limited to, the election of the Chair; the appointment of committees in accordance with the Constitution; the presentation of the audited financial statement and the Annual Report; appointment of the auditor and confirmation of signing authority.

The AGM includes a review of the Framework Statements (Belief, Mission, Values and Plan of Service Goals) and

the Policy Development Policy.

Thirty-three (33%) of the members of the Marigold Library Board in attendance at the meeting constitutes a quorum. The decision on a motion is passed by a simple majority (50% + 1) of the Board members in attendance.

Marigold Board shall, within 60 days of the AGM, send audited financial statements and the Annual Report to:

- Each participating Council.
- Each member library board.
- The Minister of Municipal Affairs.

The CEO or designate will be the Secretary as provided for in the *Marigold Agreement* (the Agreement).

Special Meetings

Notice of a special meeting of Marigold Board is provided by email and/or telephone to each Board member no fewer than three business days prior to the meeting date.

The meeting shall have one agenda item only.

If the Board Chair and Vice Chair are absent, the Board members in attendance at the meeting appoint the Special Meeting Chair. The CEO or designate will be the Secretary as provided for in the Agreement unless there are extenuating circumstances.

The Chair of the special meeting implements the decision and ensures all parties of the Agreement are notified of the decision.