POL-BLG.2018.05	Title: *First Meeting of the Board*
BLUE MOUNTAINS PUBLIC LIBRARY	**Type:** By-Law **Authority:** Board **Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.05 **Associated Documents:** Public Libraries Act R.S.O., 1990 **Original Approval:** 03-22-2018 **Amended On:** 05-16-2019; 01-15-2026 **Reviewed On:** 09-21-2023

Legal Framework

1. **By-Law re-calling the first meeting:** The Council may by by-law authorize the Chief Executive Officer appointed under PLA subsection 15.2 to call the first meeting of the board in each new term. [PLA 14.2]
2. **First Meeting:** The first meeting of the Board in a new term shall be called, if a by-law has been passed under PLA subsection 14.2, by the Chief Executive Officer appointed under PLA subsection 15.2. [PLA 14.1]
3. **Chair:** The Board shall elect one of its members as chair at its first meeting in a new term. [PLA 14.3]
4. **Acting Chair**: In the absence of the chair, the Board may appoint one of its members as acting chair. [PLA 14.4].

BLG.2018.5.1 Calling Meeting

The CEO shall call the inaugural meeting of the BMPL in each new term upon receipt of confirmation of appointments from Council.

BLG.2018.5.2 Elected Positions of the Board

1. At the first meeting of the Board, and any election thereafter, the CEO shall conduct elections for Chair and Vice Chair.
2. An election shall occur bi-annually at the January meeting. Incumbents may be re-elected.

BLG.2018.5.3 Role of Chair and Vice Chair

1. The Chair of the Board acts as an official representative of BMPL and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of order.
2. In addition, the Chair shall:
   - 1.1. Preside at regular and special meetings of the Board. The Chair shall keep deliberation fair, open, and thorough, but also efficient, timely, orderly, and to the point;
   - 1.2. Ensure all issues of Board governance are brought to the Board for consideration, and all relevant material is available;
   - 1.3. Interpret Committee Terms of Reference and determine the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board;

1.4. Represent the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board;
1.5. Assume no authority to make decisions outside Board-approved positions; and
1.6. Assume no authority to speak for the Board on issues not yet decided.

2. The Chair shall advise the Vice-Chair or designate if, for any reason, they are temporarily unable to perform these functions.
3. In the absence of the Chair, the Vice-Chair is responsible for exercising all powers and performing all duties of the Chair.

BLG.2018.5.4 Temporary Chair

1. In the absence of both the Chair and Vice Chair, the Board shall appoint a temporary meeting chair.
2. In the event that the Chair has declared a conflict of interest regarding any item on the agenda, the Vice-Chair shall run that portion of the meeting. Should the Vice-Chair also be in conflict of interest, or unavailable for the meeting, an election for Temporary Chair shall occur.
3. The Chair may defer the role to another member, the CEO or a facilitator at a special meeting or to address committee business.