

ANNUAL ORGANIZATIONAL MEETING – June 3, 2019
Last Organizational Meeting March 5, 2018

ELECTION AND APPOINTMENT OF THE BOARD EXECUTIVE

1. Nominations

- Nominations will be taken from the floor at the start of our next meeting, or can be submitted to the Secretary, in writing, prior to Saturday, June 1st.
- If you plan to nominate someone else, please discuss this with them in advance.
- Members who do not wish to be considered for office should notify the Secretary in writing prior to the meeting.
- No second is required, and you can self-nominate.
- The Responsibilities of the Board Executive (Policy B7) is attached for information.
- If you cannot attend in person, a conference call will be set up to assure quorum.
 - Quorum - 2/3 of our directors must be present to complete this process.

Position	Incumbent(s)	Nominees	Nominated By	Nomination Accepted / Declined
Chairman	Jackie Hockey			Accepted
Vice-Chairman*	Adele Parker Lynn Farrell			Declined Accepted
Secretary	Lindsay Brown			Accepted
Treasurer	Vacant			

- Current Signing Authorities: Chair, Vice-Chair, Library Manager (2/3 to sign)

2. Motion to Close Nominations

A motion will then be required to close nominations.
 This requires a 2nd, and subsequent approval by 2/3 of current directors (6/9).
 Jackie moved to close nominations. Rita 2nd. 6 out of 6 approved.

3. Election of Board Executive

The election of the Executive from the List of Nominees will immediately follow. Election will be conducted by majority voice vote. In by acclamation.

Position	Nominees	Voting Results			Elected Nominee
		Y	N	Abstained	
Chairman					
Vice-Chairman					
Secretary					
Treasurer					

4. Resolution to Accept Election Results

Be it resolved that the following individuals are hereby appointed as executives of the Falher Regional Intermunicipal Library Board holding the positions and responsibilities, including signing authorities, outlined in Policy B7 (attached hereto for information).

Chairman Jackie Hockey

Vice-Chair Lynn Farrell

Secretary Lindsay Brown

Treasurer _____

The foregoing resolution is hereby agreed to by all directors, this 3rd day of June, 2019.

Chair

Secretary/Vice-Chair

RESPONSIBILITIES OF THE BOARD EXECUTIVE

POLICY NUMBER: B7

A. CHAIRMAN

The Chairman shall:

- a. Preside at all official meetings, preserve order and enforce the by-laws and policies of the Board.
- b. Prepare an agenda for regular Board meetings.
- c. Be authorized to call special meetings of the Board.
- d. Be the spokesperson and representative of the Board for any matter dealt with by Board resolution, including contracts and partnership agreements.
- e. Represent the Board at public functions.
- f. Maintain regular liaison with the Library Manager and Career Resource Centre Coordinator.
- g. Approve personnel records.
- h. The Chair will be one of the signing authorities for the Board.
- i. In the absence of the Treasurer, act in the capacity of the Treasurer.

B. VICE-CHAIRMAN

The Vice-Chairperson shall:

- a. In the absence of the Chairman act in the capacity of the Chairman.
- b. Undertake to do specific assignments for the Chairman.
- c. In the absence of the Secretary, act in the capacity of the Secretary.
- d. Will be one of the signing authorities for the Board.

C. SECRETARY

The Secretary shall:

- a. Act as Secretary for all Board Meetings, and prepare all minutes.
- b. Maintain permanent records as required.
- c. Coordinate destruction of obsolete records as required.

D. TREASURER

The Treasurer shall:

- a. Work with Library Staff and coordinate preparation of the Annual Budget.
- b. The Treasurer will review all financial reports and statements prepared by the Library Manager and Career Resource Centre Coordinator and report to the Board at regularly scheduled Board meetings.
- c. Act as Board liaison for the annual financial review.

5. Committee Appointments:

Committee	Existing	2019 Appointments
<u>Finance</u>	Adele Parker Jackie Hockey	Not required now that IM and CERC contracts are in place for 2019-2021
<u>Capital Planning</u> Update to Capital Planning & Funding	Entire Board	Lynn Farrell Lindsay Brown Natasha Smit
<u>Governance</u>	Rita Boulet Jackie Hockey	Rita Boulet Jackie Hockey
NEW - <u>Personnel / Hiring</u>	Entire Board	Entire Board