1. LIBRARY BOARD OPERATIONS

1.1 PLAN OF SERVICE STATEMENT

The Board is committed to following the goals and objectives of the current Plan of Service.

VISION

Enrich your life at the library.

MISSION STATEMENT

Your community gateway to discovery, connection, inclusion and lifelong learning.

VALUES

- **COMMUNITY** - sharing of welcoming attitudes, diverse interests and goals
- **INCLUSIVITY** - fairness in the treatment of all individuals
- **PATRON SATISFACTION** - providing exemplary service
- **PARTNERSHIPS** - seeking collaborative connections
- **LIFELONG LEARNING** – the ongoing pursuit of literacy and knowledge

1.2 LIBRARY TRUSTEES – QUALIFICATIONS

1. Candidates for Board membership must be committed to the Library's mission, vision and values statement and Plan of Service.

2. Prospective trustees must serve on one or more Board committees and devote time to the Library's business. Committee selection will be done at the November Board meeting.

3. Prospective trustees must represent the community served by the Library and also represent the Library to the community.

4. Desirable traits are a willingness to contribute independent thought while working cooperatively with other Board Trustees, as well as a willingness to acquire and maintain an awareness of library services and programs.

5. Specific qualifications or expertise in the functional areas of the Board (policy management, financial management, personnel management, program and service management, public relations and liaison activities, planning and evaluation) would be an asset.

6. Candidates must have a current library membership.

7. Trustees can expect to attend a library board meeting every month. Other demands may include attending seminars, committee meetings, training sessions, and meetings with Municipal or Provincial authorities.

8. Interested candidates must submit a completed **Appointment to Town Boards /Committees Application** to the Town of Morinville.

1.3 LIBRARY TRUSTEES – ETHICS

1. Library Trustees should observe ethical standards with truth, integrity, and honour.

    - Trustees should avoid situations where personal advantage of financial benefits may be gained at the expense of other library users.

    - Trustees should distinguish between their personal views and those of the institution by representing the agreed upon positions of the Board.

    - As library operations fall under FOIPP legislation trustees must protect the confidential nature of library records.

1.4 LIBRARY TRUSTEES – LEGAL OBLIGATIONS

When an individual agrees to serve as a trustee, they take on the following legal obligations.

1. A library trustee is expected to manage the affairs of the library with the same degree of skill, hard work and care they bring to their own affairs.

2. A library trustee has a duty to become informed about the business of the Board including applicable legislation and what is required in order to be an effective trustee.

3. A library trustee must keep confidential information learned as a result of their activities as a trustee private, and may not personally benefit from it during or after their term.

4. A library trustee must put the best interest of the library before their own or any other.

5. A library trustee may not make advance agreement with another person or organization to vote a certain way.

6. If a library trustee stands to earn personal profit from any activity of the Board, they must declare their interest and may not participate in discussion or vote in relation to it.

1.5 LIBRARY TRUSTEES – AUTHORITY

1. Authority over library governance is limited and regulated by the *Alberta Libraries Act and Regulations*, and the *Employment Standards Act and Regulation*.

2. Because all powers of the Board lie in its actions as a corporate body, members of the Board collectively exercise authority over all aspects of the library governance.

3. Individual Board members exercise their authority over library governance only through their vote.

4. An individual Board member, including the chair, shall have power only when the Board, by vote, has delegated authority to them.

5. Authority is delegated to the Board Executive to make decisions on behalf of the Board only for circumstances occurring outside the scope of regular operations.

1.6 BOARD RESPONSIBILITIES

It is the responsibility of the Board to concentrate on governance and advocacy.

1. It is the responsibility of the Board to regularly assess the needs of the community in relation to the library.

2. The Board sets the policies of the library which should be updated on a regular basis.

3. The Board establishes the budget and financial reporting system and ensures that sufficient funds are obtained to operate the library.

4. The Board hires, instructs, monitors and evaluates the position of Library Director.

5. The Board shall conduct a review of the Plan of Service yearly at the January Board meeting and develop a new Plan of Service every 5 years.

6. The Board monitors and evaluates the library's operation.

7. The Board advocates for the value of libraries, building community relationships.

8. The Board establishes board committees, officers and other board structures.

1.7 BOARD APPLICATION FOR APPOINTMENT OR RENEWAL

1. Interested applicants must fill out an ***Appointment to Town Boards/Committees Application Form*** which will then be reviewed by Town Council who will decide on appointments.

2. The term of a Board member shall be for a period of three years and may be renewed to a maximum of nine years of continuous service.

PROCEDURE FOR DEALING WITH A BOARD VACANCY

1. Position becomes vacant due to end of term, resignation, etc.
2. Board forwards information to Town Council of vacancy.
3. Vacancy advertised in local media and library.
4. New applicants shall complete an application form and forward it the Town of Morinville.
5. A member of the Library Board Executive shall make themselves available for the interview process.
6. Council appoints new member(s) as per *Alberta Libraries Act*.
7. The new Board member assumes duties at the next regular Board meeting following appointment by Council.
8. A renewal of term follows similar process.

1.8 NEW BOARD MEMBER ORIENTATION

Within one month of appointment

- Board members shall be provided a link to an electronic orientation package and a mentor from the current board.
- Board members must complete the on-line FOIPP training and submit their certificate of completion to the Chair.
- Board members shall receive a tour of the library.

Within one year

- Board members are expected to attend a Board Basics workshop.

New board members will be provided with access to, or copies of, the following items:

- Current Alberta Libraries Act and Regulations
- ALTA newsletters (subscription link)
- Annual Library reports
- Board policy, by-laws and Plan of Service
- Board meeting minutes for at least the current year
- History of the library
- Links to library services, resources, and programs
- Names, addresses, and telephone numbers of all board members and staff
- Sources of library funding
- Acronym and abbreviation list
- Other material which may be of benefit to trustees

1.9 LIBRARY TRUSTEES – ATTENDANCE AT CONFERENCES/WORKSHOPS

1. The Board shall encourage its members to attend conferences and workshops.

2. Trustees must be with the Board for one year of continuous service to be eligible for library sponsored attendance at conferences.

3. Within budget guidelines and with prior Board approval, expenses incurred by individual Board members for travel, subsistence and registration fees shall be reimbursed upon submission of ***Expense Claim Form 1.9*** (Appendix 1A) to the Library Director after signatures by Board Executive.

4. The Board shall select at least one (1) delegate each year to attend the Alberta Library Conference using funds allocated in the budget to cover registration, meals, accommodation and mileage.

5. Written reports on conference activities shall be submitted within two weeks after the conference to the Library Director for inclusion in the next regular meeting board package.

1.10 LIBRARY TRUSTEES – BOARD HONORARIA AND PER DIEM

1. Honorarium is intended to provide Board/Committee Members compensation for regular and special meetings of the Board/Committee for which they are appointed and complete work. Honorariums will only be paid if the individual is in attendance at the meeting as shown on the attendance records of said Board/Committee.

    - Honorariums for Volunteer Board/Committee Members:
      $40.00 per meeting

2. Per Diem shall be paid to compensate Board/Committee Members following meetings and education activities with content directly related to the activities of the Board/Committee and that take place outside of the Town of Morinville. The Per Diem shall include travel time to said meeting or educational activity.

    - Per Diem rates for Board/Committee Members:

Half day (less than 4 hours)	$100.00
Full day	$150.00

3. Approval of the Board is required prior to the registration or expenditure of funds by any Board/Committee Member.

4. All expenses associated with meetings or other educational expenditures are to be submitted to the Library Director on ***Expense Claim Form 1.9*** (Appendix 1A).

1.11 LIBRARY TRUSTEES – EXPENSES WHILE ON BOARD BUSINESS

1. Board/Committee Members shall be reimbursed for reasonable out of pocket expenses with supporting invoices and/or receipts, or at the following rates:

    a. Meal allowance: $60.00/day.
        i.) Breakfast: $15.00
        ii.) Lunch: $20.00
        iii.) Dinner: $25.00
        *****Reimbursement for alcohol is not included***

b. Standard accommodation rate.

c. Incidental expense: $25.00 per day – receipts must be included.

d. Mileage allowance of $0.59 per kilometer.

2. Board/Committee members shall submit a signed ***Mileage, Lodging and Subsistence for Board/Committee Members Expense Form 1.10*** (Appendix 1A) with supporting invoices and/or receipts, requesting payment after completion of the Board sanctioned activity.

3. Additional fees for late registration shall be the responsibility of the attendees.

4. Cancellation penalties incurred by non-attendees are their responsibility.

1.12 LIBRARY TRUSTEES – REMOVAL FROM THE BOARD

1. A person shall be disqualified from remaining a member of the Board if they fail to attend, without being excused by a resolution of the Board, three consecutive regular Board meetings. *(Alberta Libraries Act, Part 5, Section 35.)*

2. The Board recognizes that Town Council's power to appoint members to the Board carries with it the power to remove members from the Board. *(Alberta Libraries Act, Part 2, Section 10.)*

3. Should a Trustee be found in contempt of Policy 1.3 *Library Trustees-Ethics* and/or Policy 1.4 *Legal Obligations*, the Board may vote to submit a request to Town Council to remove the Trustee from the Board.

1.13 LIBRARY TRUSTEES – EXECUTIVE OFFICERS

1. The executive officers of the Board shall consist of:
    - Chair
    - Vice Chair
    - Treasurer
2. The Board shall elect a Chair for a two-year term of office; this term may be renewed.
3. The Board shall elect a Vice-Chair and a Treasurer for a one-year term of office. These terms may be renewed.
4. Elections shall take place during the regular November meeting of the Board.
5. The executive officers shall have signing authority.
6. In the event of an Executive vacancy, an election for an interim position shall be held at the next regular board meeting.

1.14 RESPONSIBILITIES OF THE CHAIR

The Chair shall:

1. call meetings to order and ensure they proceed in an orderly manner according to the agenda and rules of meetings procedures. All comments shall be addressed through the Chair;

2. lead discussions, put motions and amendments to a vote and declare results. Chair may enter into discussions without vacating chair;
3. ensure that proper minutes and records are kept and sign adopted minutes;
4. ensure that all points of view are given a fair hearing and items of business are adequately discussed before a final decision is made;
5. have the right to vote only in the case of a tie;
6. act as the official spokesperson for the Board and be responsible for representing and interpreting it's policies to the public and governing bodies;
7. call a special meeting of the Board. The meeting may be held within 48 hours with the consent of 2/3 majority of the Board providing all members have been given at least 24 hours notice;
8. confer with other executive officers on agenda items and should be familiar with any items brought before the Board;
9. chair the HR Committee; serve as an ex-officio member on other committees and act as communication liaison;
10. be responsible for all official correspondence as approved by the Board;
11. have a working knowledge of parliamentary procedures and a thorough understanding of *Libraries Act and Regulations*, and the Morinville Community Library By-laws and Policies;
12. ensure that all necessary reports and documentation are filed with appropriate authorities as required under the Act;
13. monitor government legislation, advise the Board on impact of current and proposed legislation and recommend action.

Library Board Past Chair Description:

Chair automatically becomes Past Chair upon retiring from their position. Past Chair acts as mentor to help ensure continuity of Library Board's work and projects remaining until the next Chair election.

1.15 RESPONSIBILITIES OF THE VICE-CHAIR

The Vice-Chair shall:

1. assume the role of Chair as required;
2. serve as Chair of the Policy Committee.

1.16 RESPONSIBILITIES OF THE TREASURER

The Treasurer shall:

1. serve as Chair of the Budget Committee;
2. review monthly the library's current financial situation and relevant documentation with the Library Director;

3. assist with preparation of the annual audited financial statement and deliver a report to the Board;
4. present the Treasurer's Report at regular Board meetings.

1.17 RESPONSIBILITIES OF THE SECRETARY

If directed by the Board, the Library Director will appoint a staff member to be Board Secretary.

The Board Secretary shall:

1. ensure accurate minutes of all Library Board meetings are taken;
2. ensure a copy of the Board minutes is provided to the Library Director within one week following a board meeting;
3. retain a current directory of Trustee names and contact information.

1.18 LIBRARY TRUSTEES – APPOINTMENT AND DUTIES OF COMMITTEES

1. The Board may appoint special committees on either a standing or an ad hoc basis whenever it requires in-depth research, deliberations or recommendations on any matter. Memberships of such committees may include non-Board members.

2. The purpose, membership, duties, and responsibilities of sub-committees shall be determined by the Board as a whole, in accordance with the needs of the project for which the committee is being established.

3. The Board Chair and Library Director will be ex-officio members of the committees.

4. Standing committees may include:
   - Finance/Budget
   - Grants and Fundraising
   - Policy
   - Special Events
   - Public Relations
   - Orientation

1.19 MEETING PROCEDURES

1. NOTIFICATION OF MEMBERS

   1.1. Each member of the Board should normally be supplied with a Board Information Package prepared by the Director (in consultation with the Board Chair) 3 days prior to the regular meeting.

1.2. The package shall contain an agenda, minutes of the previous meeting, reports and any other pertinent information required for consideration by the Board.

1.3. Receipt of this package shall constitute notification of the regular meeting.

1.4. It is the responsibility of each Board member to read the board information package prior to the meeting.

1.5. If a special meeting should be called, Board members shall be given 48 hours notice.

2. AGENDA FORMAT

2.1. A Board member wishing to place items on the agenda or to submit items for inclusion in the board information package should inform the Board Chair at least one week prior to the meeting.

2.2. The format of the agenda shall be as follows:

2.2.1. Call to order
2.2.2. Land Acknowledgment
2.2.3. Adoption of agenda
2.2.4. Adoption of minutes
2.2.5. Announcements/Communications
2.2.6. Reports
2.2.7. Old business
2.2.8. New business
2.2.9. Next meeting date
2.2.10. Adjournment

3. QUORUM

3.1. The size of a quorum shall be 50% plus one or a simple majority.

4. RULES OF ORDER

4.1. While meetings shall be conducted on a more casual basis than Robert's Rules of Order, all participants are expected to behave respectfully and defer to the Chair in the event of a dispute regarding meeting procedures.

4.2. Disposition of all motions shall be:

4.2.1. Motion

4.2.2. Discussion

4.2.3. Call to question

4.2.4. Vote

4.3. An amendment to a motion must be dealt with before the original motion is voted upon.

5. VOTING

5.1. Voting shall normally be by show of hands.

5.2. Secret ballots shall be used for election of officers and for other matters deemed by the meeting to require secrecy.

5.3. The Chair shall vote on motions only to break a tie.

5.4. Where there is a dissenting vote, those members disagreeing with the majority may request that their dissension is recorded.

6. MINUTES

6.1. The minutes of regular and special meetings shall be recorded.

6.2. Minutes of the previous meeting shall be included in the board information package.

6.3. Motions shall be numbered according to order of motion in the current year/month (e.g. 1999-02-011 refers to the eleventh motion in 1999 which occurred in the month of February.

6.4. Upon adoption of the minutes, the Chair shall sign the minutes, and the signed minutes shall be placed in the official minute's file.

6.5. When written reports are not included, the minutes may include a brief summary.

7. PUBLIC PARTICIPATION

7.1. All regular meetings of the Board are open to the public.

7.2. The Chair, at their discretion, may entertain questions from the public.

8. SPECIAL MEETINGS

8.1. The Chair may call a special meeting (electronically, by phone, or in person) to deal with issues that must be handled prior to the next regular meeting, if a secret ballot is not necessary.

8.2. The minutes of the next regular meeting held after a special meeting shall include the outcome of any motions and a list of who voted in favor of the motion and who was opposed.

9. ELECTRONIC VOTING

9.1. When it is necessary to proceed with an action between scheduled Board meetings and it is not reasonable to call a special meeting, the Chair can conduct a vote electronically (such as via e-mail). The Chair must be confident that circumstances of urgency require a vote and that all participants will have access to adequate information about the motion upon which they are being asked to vote. Such a vote must meet the Board's requirements for a quorum and must be passed by a majority of that quorum prior to being acted upon. The Chair and Trustees shall follow the ***Email Motion Procedure*** as laid out in ***Form 1.18.9.a*** (Appendix 1A). The motion will be ratified at the next meeting of the Board by being presented to the Board using ***Electronic Vote Results Form 1.18.9.b*** (Appendix 1A). Copies of all correspondence related to the vote will be retained as part of the formal record of the library.

1.20 ANNUAL ORGANIZATIONAL MEETING

The Board shall hold its annual organizational meeting following Council's appointment of new Board members to term positions. The election of executive officers for one-year terms shall take place, and any other organizational or procedural changes shall be made.

PROCEDURE

1. The annual organizational meeting shall occur in conjunction with the Board's regular November meeting.

2. Nomination forms shall be available to Board members at the regular board meeting the month prior to the annual organizational meeting, and from the Library Director thereafter.

3. Completed nomination forms, with consent of the nominees, shall be returned to the Library Director one week prior to the meeting.

4. Election of officers shall be conducted by the Library Director according to accepted parliamentary procedure.

5. Board members will indicate the Board Committees(s) on which they are prepared to serve or will be assigned.

1.21 MEMBERSHIP IN LIBRARY ASSOCIATIONS

1. The Board recognizes the importance of belonging to appropriate library associations. The Board shall review association memberships for Trustees and staff and plan accordingly in the budget.

1.22 POLICIES AND BY-LAWS

1. The Board shall consider all proposals for policies or by-laws, whether they originate from with the board or from sources outside the board, such as library employees, residents of the area served by the library, community groups, etc.
2. It is the sole responsibility of the Board to determine and adopt policies and by-laws relative to the library.
3. A policy proposal must be presented to the Board, by a Board member, in the form of a motion. If the motion is carried, the proposal shall be drafted into policy format, numbered and presented for final approval at the next meeting.
4. A by-law proposal must be presented to the Board by a Board member, in the form of a motion. Three readings are required for passage of a by-law. All three readings may occur at the same meeting, but unanimous consent is required to proceed with the third and final reading.
5. The policy and by-law manual shall contain only the most current version of the Board by-laws and policies. Superseded versions shall be destroyed.
6. By-laws and policies adopted by the Board shall be included n the library's reference collection.
7. Board policies and by-laws shall be reviewed from time to time and revised when necessary to ensure their continued relevance and meaningfulness.
8. In the absence of policy, the Board authorizes the Library Director to act on its behalf. Prior to action the Director should consult with the Board Chair and/or other Board members. The action shall be reported to, and reviewed by, the Board.

1.23 BUDGETING PRINCIPLES

1. As described under the *Libraries Act, Sections 13 and 14(1),* the Library Board has full management and control of the municipal Library and shall prepare a budget to ensure operations and management of the Library for the ensuing fiscal year.

2. By August the Library Director prepares recommendations for review and discussion by the Budget Committee.

3. By September the Budget Committee shall present a recommendation for a three-year funding request for discussion and approval by the Morinville Library Board. The Board will operate from the revised approved budget.

4. A request for funding, based on the Board approved recommendations, will be presented for approval by Council, in accordance with the process established by the Town of Morinville, for the purpose of providing library services.

5. Following funding approval by Council the Budget Committee will create a draft budget to be approved by the Morinville Library Board.

6. The town accounting information system includes the library accounts in accordance with the approved final document submitted by the Library Board. The authority and control for the library fiscal plans and account reviews remains with the Library Director.

7. The Library Director shall be responsible to approve expenditures for approved budget items. Expenditures that are not itemized on the approved budget must be presented for approval to the Morinville Library Board.

8. At the end of each fiscal year, any operating surpluses shall be transferred to a reserve account which shall be reconciled at a meeting between the Library Director, Board Treasurer and Town CFO in the first quarter of the following year.

9. The library reserves shall be kept for contingencies such as: unforeseen emergencies, unfunded liabilities, technology replacement or addition, and funds raised in advance for programs.

1.24 TENDERING OF CONTRACTS AND SERVICES

1. Purchasing of goods and services of under $2,500.00 may be made without a formal process, but competitive quotations or price comparisons should be obtained.
2. The Library Director may approve untendered purchases up to $25,000.00 subject to the following limitations:
   2.1. Board has approved the purchase in the budget estimates.
   2.2. Up to three qualified suppliers have been contacted for quotations.
   2.3. That the purchase is awarded to the supplier with the lowest negotiated price when all other factors are considered equal.

2.4. If other than the lowest price is selected, Board approval is required including appropriate justification.
2.5. All other things being equal, local suppliers shall be given preference.

3. Up to three quotes from qualified suppliers will be requested for all purchases in excess of $25,000.00 and submitted to the Board for final acceptance.

1.25 PUBLIC EMERGENCY PREPAREDNESS

PURPOSE

This policy is created to establish a protocol that will be used in the event of a public emergency. The library should plan for staff being unable to report to work. It is important to ensure a proactive approach for the safety of the Morinville Public Library staff as well as their patrons.

DEFINITION:

PUBLIC EMERGENCY: Any circumstances or events that affect the library's ability to offer services and prompts co-ordination of action. These could include natural disaster, medical pandemic, epidemic, civil unrest, or armed conflict.

PROCEDURE:

In the event of a public emergency Morinville Public Library will follow the recommendations of a relevant government or authorized authority.

1. Minimum Staffing Level:

The absence of sufficient library staff able to work will determine the ability to carry out services and maintain open hours.

2. Library Closure:

- Morinville Library Board or Management has the authority to temporarily close the library.
- If a mandate order or recommendation for closure is issued by a relevant authority the library would be closed.

In the event there is insufficient staff to maintain services the management may reduce library operation hours, limit or cancel services and reassign employee's duties and shifts.

In the event of closure, late fines will be suspended and borrower's cards will be extended until the library reopens.

3. Compensation:

In the event of closure and library employees are sent home, employees shall be compensated for their regularly scheduled hours for that day, or until the Library Board makes a decision.

The Morinville Public Library's sick leave policy shall continue to be followed as well as guidelines set in Minimum Standards and other official documents.

APPROVED BY BOARD XX-XX **MOTION # XXX** **REVIEW Date: _____**

_____ **_____**

Board Chair Signature **Date**

LIBRARY BOARD OPERATIONS APPENDIX 1A

FORM 1.9 - EXPENSE CLAIM

Year: _____ **For the Month of : _____**

Name: _____

Honorariums for Board/Committee Members: $40.00

Per Diem for Board/Committee Members for out of town functions:

$150.00/full day (4+ hours including travel time)
$100.00/half day (less than 4 hours including travel time)

Financial Coding for Town: 01-700-60-270013

DATE: _____
Meeting or Event: _____ **Per Diem Amount:** _____
Duration: _____ **Honorarium Amount:** _____
Location: _____

DATE: _____
Meeting or Event: _____ **Per Diem Amount:** _____
Duration: _____ **Honorarium Amount:** _____
Location: _____

DATE: _____
Meeting or Event: _____ **Per Diem Amount:** _____
Duration: _____ **Honorarium Amount:** _____
Location: _____

Total Claim:

Board Chair: _____

Claimant: _____

Treasurer: _____

FORM 1.10 - MILEAGE, LODGING, SIBSISTENCE FOR BOARD/COMMITTEE MEMBERS CLAIM FORM

Year: _____ **For the Month of : _____**

Name: _____

Mileage, Lodging and Subsistence for Board/Committee Members

Financial Coding for Town: 01-720-60-272010

Meal Allowance: $60/day **Incidental Expenses: $25/day - receipts must be included**

Breakfast: $15.00/day **Mileage Allowace: $0.59/km**

Lunch: $20.00/day

Dinner: $25.00/day ***Reimbursement for alcohol is not included***

DATE: _____

Meeting or Event: _____ **Location:** _____

Duration: _____

Registration Costs: _____

Lodging Costs: _____ **Total Expense:** _____

Total Meals Claimed: _____

Incidental Expenses: _____

Mileage Traveled (km) _____

DATE: _____

Meeting or Event: _____ **Location:** _____

Duration: _____

Registration Costs: _____

Lodging Costs: _____ **Total Expense:** _____

Total Meals Claimed: _____

Incidental Expenses: _____

Mileage Traveled (km) _____

DATE: _____

Meeting or Event: _____ **Location:** _____

Duration: _____

Registration Costs: _____

Lodging Costs: _____ **Total Expense:** _____

Total Meals Claimed: _____

Incidental Expenses: _____

Mileage Traveled (km) _____

Claimant's Signature: _____ **Board Chair: _____**

Treasurer: _____

EMAIL MOTION PROCEDURE - FORM 1.18.9.a

Email votes are appropriate when the items in question are not controversial and do not require extensive background and explanation.

1. All e-votes will originate with the Board Chair and the subject line will include the word "E-Vote".

2. Information related to the motion will be distributed via e-mail.

3. Once the motion has been made, discussions may follow. Amendments to the original motion should be handled by the Chair.

4. All board members on the Town of Morinville Library Board are assumed to have received the email containing an e-vote if sent to the email address registered with the Library Director.

5. The Board Chair shall determine when the discussion should conclude and shall set the period during which votes must be cast (72 hours). The Chair will make it clear when voting begins and ends.

6. A majority of board members must cast a ballot within the time frame for the vote to be valid, otherwise the motion is defeated. Each person should respond as follows:"

   "MOTION on XXXXX In Favour/Against/Abstain"

7. When board members cast an e-vote ballot they must "reply all" so that all other Board members may see how they have voted, unless there is a request for a secret ballot.

8. A board member who participates in the online discussion is required to cast a ballot within the 72-hour voting period. If they do not vote, they are deemed to have cast an Abstained ballot.

9. If a motion is defeated because too few board members have cast ballots, the motion may be re-introduced at the earliest opportunity.

10. The Chair will report the outcome using Form 2.20.8.b Electronic Vote Results.

11. All votes completed by e-mail will be ratified in the minutes of the following Board meeting.

12. Board members should notify the Board Chair if they plan to be away from email access for more than three days.

ELECTRONIC VOTE RESULTS – FORM 1.18.9.b

An electronic vote was held from **(date)** until **(date)** regarding a request for motion on **(topic title)**.

Accompanying information was sent out by e-mail to all board members: Yes/No

DISCUSSION POINTS:

Record as needed.

MOTION:

A motion was put forth by **(Trustee Name)** on **(date)** to **(move)**…

ELECTRONIC VOTING RESULTS:

Total Votes:	--
In Favour:	--
Against:	--
Abstain:	--

CARRIED/DEFEATED

Record names for Abstain if necessary:
-
-

Results were circulated electronically to all MPL Board Trustees on (date) and will be presented for ratification at the MPL Board meeting to be held on (date).

Compiled by:

Board Chair
Town of Morinville Library Board