

WILKIE LIBRARY BOARD – BYLAW NO. 07/18

TOWN OF WILKIE

A BYLAW TO ESTABLISH THE WILKIE LIBRARY BOARD.

The Council of the Town of Wilkie in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This Bylaw shall be cited as "The Library Board Bylaw".

DEFINITIONS

- (a) "Board" means the board appointed pursuant to this bylaw.
- (b) "Council" means the Council of the Town of Wilkie, Town of Scott, R.M. of Buffalo, R.M. of Reford and the R.M. of Tramping Lake.
- (c) "Municipality" means the Town of Wilkie, Town of Scott, R.M. of Buffalo, R.M. of Reford and the R.M. of Tramping Lake.

COMPOSITION OF BOARD AND TERMS OF OFFICE

2. The board shall consist of a maximum of 12 members, to be elected at the Annual Meeting of the Wilkie Library Board.
 - (a) Shall include one (1) appointed delegate from the Town of Wilkie Council;
 - (b) Shall include one (1) appointed delegate from the R.M. of Buffalo Council;
 - (c) Shall include one (1) appointed delegate from the R.M. of Reford Council;
 - (d) Shall include one (1) appointed delegate from the R.M. of Tramping Lake Council;
 - (e) Shall include one (1) appointed delegate from the Town of Scott;
 - (e) Other members are to be members at large and may include members of other organizations that operate within the Town.
3. The member representing any Council shall sit on the Board with full Board privileges and rights.
4. Any member of the Board who is absent from three consecutive regular meetings of the Board shall forfeit their position on the Board unless such absence is caused through illness or unless they are authorized by resolution of the Board to be absent.
5. Any member of the Board may resign therefor at any time upon sending a written notice to the secretary of the Board to that effect.
6. Employees of the Municipality are prohibited from holding a seat on the Board.

CONDUCT OF MEETINGS

7. The board shall appoint one board member at their annual general meeting of the Board, as:
 - (1) Chairman
 - (1) Vice – Chairman
 - (1) Secretary
 - (1) Treasurer
8. Regular meetings of the Board shall be held at least once per quarter or more often at the discretion of the Chairman, the time and place of such meeting to be determined by a resolution of the Board at its first meeting each year. The time and place of meetings may be changed by a majority vote of the Board from time to time as the Board may deem advisable.
9. (i) Special meetings may be called on a forty-eight (48) hour notice by the Chairman or at the written request of any three members of the Board.
(ii) The Chairman may call a special meeting of the Board on any shorter notice, either verbal or written, that they consider sufficient, if all members of the Board give their consent in writing to the notice before the commencement of the meeting.

WILKIE LIBRARY BOARD - BYLAW NO. 07/18

10. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Secretary. Copies of all approved minutes shall be filed with each municipality after approval at a regular meeting of the Board.
11. Every member of the Board including the Chairman shall vote on all questions (except for a case of pecuniary interest as per the *Municipalities Act*. In the event of a tie vote, the question is deemed to be lost.
12. The Board may appoint committees to deal with any special phase of matters coming within the scope and jurisdiction of the Board as herein set forth.
13. The Board Chairman shall:
 - (a) preside at all meetings
 - (b) review the proposed agenda with the Secretary
 - (c) call special meetings
 - (d) conduct business in an orderly fashion
 - (e) guarantee everyone's right to speak
 - (f) act as the chief spokesperson of the Board
14. The Vice-Chairman shall, notwithstanding any other part of this Bylaw, perform the duties of the Chairman in their absence.
15. The Secretary shall prepare the agenda for each meeting in consultation with the Chairman and duly record the minutes of each meeting.
16. The Treasurer shall:
 - (a) prepare a quarterly financial statement
 - (b) present at each meeting, a list of accounts to be paid
17. A quorum of the Board shall be considered a majority of members of the Board.

CONDUCT OF MEMBERS

18. Members of the Board wishing to speak at a meeting shall ensure they do not interrupt another member.
19. If more than one member wishes to speak at a meeting at the same time, the Chairman shall indicate which member shall speak first.
20. When addressing the Board, a member shall refrain from:
 - (a) speaking disrespectfully of another member, council or any other group or organization.
 - (b) using offensive words in referring to a member, an employee of the Board or a member of the public.
 - (c) shouting or using an immoderate tone, profane, vulgar or offensive language.
 - (d) refrain from carrying on a private conversation in such a manner that it disturbs the speaker.
 - (e) shall ensure that all electronic devices remain silent and do not interfere with the meeting.

POWERS AND DUTIES

- The Board shall act as an advisory body to Town Council and shall advise Council with regard to all matters affecting the Wilkie Library. More specifically, the Board shall have the following rights and responsibilities:
21. The Board shall follow policies and bylaws as set by Wheatland Regional Library.
 22. The Board shall be responsible to develop a broad range of programs and services that will provide opportunities for people of all ages.

WILKIE LIBRARY BOARD – BYLAW NO. 07/18

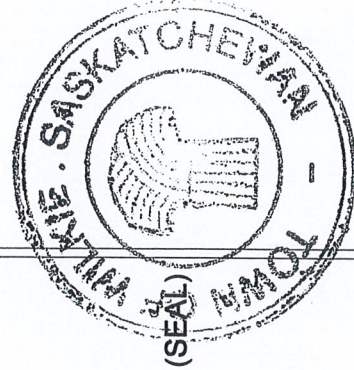
- 23. The Board shall actively encourage the use of volunteers for any programs and services.
- 24. The Board shall hear and consider representations by an individual, organization or delegation of citizens with the respect to the Wilkie Library and shall make such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens.

BUDGET AND FINANCES

- 25. The Board is required to complete an annual budget by March 31st of each year and submit the approved budget to all participating municipalities.
- 26. The Board shall submit quarterly reports to the municipalities and shall provide other reports as may be requested from time to time.
- 27. Neither the Board, nor any member thereof, shall have the power to pledge the credit of the municipalities in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the municipalities.
- 28. The Board shall have the authority to raise its own funds for any purpose related to the Wilkie Library and its' use, in the Town of Wilkie, by any legal means at its disposal.
- 29. Any capital project funded by means of the Board's own funds must have prior approval of the Town of Wilkie if the Town will be responsible for the operation or maintenance of the project.
- 30. A copy of the annual financial statement shall be submitted to all participating municipalities by the June 30th of each year.

EFFECTIVE DATE

- 31. This Bylaw shall come into effect on the date of final passing.



Mayor

Don Green

Administrator

(Section 8(1)(i) The Municipalities Act)

A certified true copy of Bylaw No. 07/18
adopted by resolution by the Council of the
Town of Wilkie on the 11th day of June 2018.

Don Green

Administrator