

**Village of Warburg
Bylaw # 109/11**

**BEING A BY-LAW OF THE VILLAGE OF WARBURG, IN THE
PROVINCE OF ALBERTA TO ESTABLISH AND REGULATE
THE WARBURG PUBLIC LIBRARY BOARD.**

WHEREAS pursuant to Section 145 of the Municipal Government Act being Chapter M-26 Revised, Statutes of Alberta, 2000, as amended, Council may pass a Bylaw for the establishment and functions of Council Committees and Boards; and

WHEREAS under the authority and provisions of the Libraries Act and Regulations there is hereby established a Warburg Public Library Board

NOW THEREFORE, the Council of the Village of Warburg, in the Province of Alberta duly assembled enacts as follows:

Definitions:

1. In this By-law:
 - a) "Board" shall mean and include the Public Library Board.
 - b) "Council" shall mean the Council of the Village of Warburg in the Province of Alberta
 - c) "Resident" shall mean a person whose principle residence is within the corporate limits of the Village of Warburg and District.

Appointment and Term:

2. The Board shall consist of 5 trustees at large and 2 trustees of Council. The membership shall consist of:
 - a) Two (2) trustees of the Municipal Council of the Village of Warburg, appointed by resolution of Council.
 - b) Five (5) trustees of the public at large appointed by resolution of Council, all of whom shall be residents of the Village of Warburg and District.
3. Appointment of trustees shall be made at the Organizational Meeting of Council held in October of each year, or at such other time as Council may decide.

4. All trustees of the Board shall be appointed by resolution of the council for a one-year term. A member may serve three consecutive terms.
5. A trustee of the Board may resign at any time by giving written notice to the Municipal Administrator of the Village of Warburg, such resignation shall be effective at the date and time it is received by the Municipal C.A.O.
6. When a vacancy occurs on the Board, the Municipal Council shall make provisions to fill the vacancy for the balance of the incomplete term except that if such vacancy occurs within 6 months of the date of a Municipal Organizational meeting, the vacancy need not be filled until the next organizational meeting.
7. A member of the Board, who ceases to be a resident of the Village or District, shall be ineligible to remain a member of the Board.
8. All members of the Board shall serve at the pleasure of Council and may be removed from the Board by resolution of Council.

Responsibility of Member Appointed from Council:

9. The member of the Board appointed from Council shall provide effective and efficient communications between the Board and Council.

Committee Member Disqualification:

10.
 - a) A member who is absent from three (3) consecutive meetings shall be disqualified from remaining a member of the Board.
 - b) A member is not disqualified under subsection 10 a) if the absence is authorized by a resolution of the Board passed prior to the end of the third meeting for which that member has been absent.

Proceedings:

11. That all members at large appointed by resolution of the Municipal Council shall take an oath of office.
12. The Board will hold no less than one scheduled meeting per month, except for the months of July and August in each year, unless otherwise approved by

resolution of the Board. The meetings are to be held in a Municipal facility with the dates and times to be determined by resolution of the Board.

13. Special meetings may be called by the Chairperson, or any two of the Board Members. Notice of special meetings shall be given in writing, 24 hours prior to the holding of the meetings unless the members attending unanimously agree in writing to waive notice. Any waiver of notice shall be come part of the minutes of that meeting.
14. All meetings of the Board shall be open to the general public.
15. The Board shall elect a Chairperson. The member appointed from Council shall not be elected as the Chairperson. The Chairperson may hold office for a maximum of three consecutive years.
16. A quorum of the Board shall be a majority of the Board members holding office at the time of the meeting.
17. Any decision of the Board reached by a majority of its members at a properly constituted meeting shall be deemed to be the decision of the Board.
18. The Board, should it deem advisable, may request the attendance at its meeting, of any person, or persons, in an advisory capacity.

Secretary:

19. The secretary for the Board may be the Librarian.
20. The secretary shall:
 - a) Notify all members and advisors of the Board of all meetings.
 - b) Keep proper and accurate minutes of the proceedings of all meetings, which shall be retained at the Library.
 - c) Maintain all records, correspondence and files that are relevant to the Board.
 - d) File a copy of all Board minutes after each monthly meeting with the Municipal C.A.O. of the Village of Warburg, who shall in turn, ensure that copies are distributed to all Council members.

Board Members:

21. Each Board member will have one vote. All members, including the Chairperson shall vote on all questions and in the event of a tie, the resolution is lost.
22. Members shall abstain from voting when there is an apparent conflict of interest. Members in conflict shall leave the room during the actual vote and discussion.
23. Neither the Board, nor any member thereof, shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the said Board nor any member thereof, have any power to authorize any expenditure to be charged against the Village.
24. A Board member is a volunteer on the library's Board of Trustees, and thus represents the interests of the community, and is entrusted by the community to manage the library effectively.
25. The Board may appoint sub-committees to study and report on special phases of any matter within the scope and jurisdiction of the Board. Some sub-committees may be composed of citizens at large, provided that at least one member of the appointed Board is a member of the sub-committee.
26. The Board shall have the authority to recommend policies and regulations it deems necessary to Council for their approval, provided such policies and regulations are not inconsistent with the authority granted herein. Copies of all such policies and regulations shall be filed with the Municipal Administrator of the Village of Warburg who shall ensure that copies are distributed to the proper authorities.
27. The Library Board shall prepare and present an Annual Budget to Council. Once a budget is approved, the Librarian shall have the authority to authorize and requisition expenditure of such sums as are provided for in the budget.

28. The Board shall submit an Annual Written Report of its prior year's operations to Council with the Annual Budget.

Policies of the Library Board:

29. See the attached Schedule "A".

Resources and Advisors to the Board:

30. The Librarian shall act as a resource person and advisor to the Board, however, shall not be a member of the Board.

Effective Date:

31. By-laws #189/71 and #78/06 are in this regard hereby rescinded.
34. This By-law shall come into effect on the date of the final passing thereof.

Read a first time this 28th day of February, A.D. 2011.

Read a second time this 28th day of February, A.D. 2011.

Read a third time and finally and unanimously passed this 28th day of February, A.D. 2011.

Mayor Dawson Kohl

Christine Pankewitz
Municipal Administrator