

Policy Type: **Governance**

Policy Number: **G-4**

Policy Title: **Board Meetings Policy**

Policy Approved: November 2023

Effective: January 2024 - December 2026

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## 1. PURPOSE

1.1 The Windsor Public Library Board is committed to efficient and effective Board meetings that comply with all relevant legislation.

## 2. SCOPE

2.1 The Windsor Public Library Board, within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Windsor Public Library Board endorses the *Municipal Freedom-of-Information and Protection of Privacy Act (MFIPPA)*, *Copyright Act*, *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, and other laws governing intellectual property.

2.3 The Board Meetings Policy supports the principles of universal and equitable access and reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

**WPL Mission Statement:** “The mission of the Windsor Public Library is to enrich our community by providing access to resources that inform and entertain.” “We believe in the freedom to read, learn and discover.”

2.4 This policy applies to all Windsor Public Library Board members, employees, volunteers and agents.

## 3. GENERAL REQUIREMENTS RELATING TO BOARD MEMBERS AND BOARD MEETINGS

3.1 The *Public Libraries Act* governs requirements of Board Members and Board Meetings

3.2 The first meeting of the Board in a new term shall be called after City Council has completed appointments to the Board. The Board Secretary will open the meeting and conduct the election / appointment of Board members.

## 4. DISCLOSURE OF A CONFLICT OF INTEREST

4.1 Board members are subject to the *Municipal Conflict of Interest Act* and the *Municipal Freedom of Information Act* and therefore shall:

- a) Disclose the conflict of interest and general nature of the interest before any consideration is given to the matter.
- b) Not take part in the discussion or vote on any question with respect to the matter.

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- c) Not attempt before, during or after the meeting to influence the Board's decision making.

**5. AGENDA**

- 5.1 All WPL Board meetings will be conducted based on an Agenda, which will be included in every Board meeting information package.
- 5.2 All Windsor Public Library Board meetings will include an Indigenous Land acknowledgement.

**6. MINUTES**

- 6.1 The Secretary is responsible for recording and distributing the minutes and Board meeting information package to:
  - a) All Board members.
  - b) City of Windsor.
- 6.2 Board agendas and minutes are public information and will be made available to the public.

**7. MOTIONS**

- 7.1 **Rules of Debate** – *Bourinot's Rules of Order* shall govern all meeting, debate and election procedures.
- 7.2 **Decisions** – all decisions of the Board will be made on the basis of motions, and once passed will be supported by all members.
- 7.3 **Voting** – all motions except those approving or amending policies, are decided by a majority of votes cast.

**8. DELEGATIONS**

- 8.1 Any person or organization wishing to appear before the Board shall submit a written request, including subject matter to be addressed, to the Secretary of the Board no less than 3 days prior to the meeting.
- 8.2 Delegations will be allocated five minutes to address the subject. The subject must be on the current Windsor Public Library Board agenda.

**9. CONDUCT OF THE PUBLIC**

- 9.1 A member of the public or delegation attending a Board meeting will be courteous to all Board members, guests, volunteers, and employees. They will not:
  - a) Use unparliamentarily, inappropriate or offensive language.
  - b) Make any disturbance that disrupts or prevents others from participating in the meeting.
  - c) Interrupt a speaker or presentation.
  - d) Disobey a decision of the Chair.
  - e) The Chair may warn and / or expel the public or delegations for actions, inappropriate comments or conduct which disturbs the meeting.