

## **1.5 LIBRARY BOARD OPERATION**

### **1.5.1 Election of Chairperson**

Each year, at its first meeting after Trustee appointments have been made, the Library Board shall elect from its members a Chair and a Vice-Chair. Eligible candidates will be identified each fall for nomination in January. These officers are elected for a term of one year.

The current Chair and Vice-Chair shall retain their positions until the election is held in January, subject to their re-appointment to the Board.

### **1.5.2 Board Meetings**

1.5.2.1 Library Board meetings are open to members of the public.

1.5.2.2 A Board member may participate in a Board meeting through a telephone conference call or electronic medium if required.

1.5.2.3 The Library Board reserves the right to conduct electronic votes and balloting for the purposes of business, provided the results are validated and ratified at the following board meeting by simple majority. Any e-vote must contain a clear statement of the issue and time frame for response.

1.5.2.4 In-camera meetings of the Library Board take place to discuss matters of a confidential nature, including, but not limited to, personnel, property and litigation.

1.5.2.5 Any person or organization wishing to appear as a delegation before the Library Board shall submit a written request to the attention of the Library Director (Secretary of the Board) at least ten (10) days prior to the regular monthly meeting of the Library Board. The request must indicate the subject matter and particulars upon which the delegation wishes to make the presentation.

Late submissions will not be accepted unless otherwise determined by the Chair of the Board.

Upon approval, the delegation shall be allotted a period of time to make a presentation with additional time for Board members to ask questions. The allotted time shall be set by the Chair.

The Library Board reserves the right to refuse a request for delegation appearance.

- 1.5.2.6 Any person wishing to voice a concern or make a complaint to the Prince George Public Library Board shall submit the concern in writing to:  
Chair,  
Prince George Public Library Board  
888 Canada Games Way  
Prince George, BC V2L 5T6 or [board@pgpl.ca](mailto:board@pgpl.ca)

Any person submitting a written complaint must include his or her name and contact information so the Library Board Chair may respond in writing.