

Category: Governance
Policy Number: 1-6
Policy Name: Staff Attendance at Board Meetings
Revision: 3.0

1. Purpose:

To describe the rights and responsibilities of staff attending Board meetings.

2. Policy:

The CEO is required by the Public Libraries Act to attend all Board meetings. The Deputy CEO also generally attends all Board meetings. If the CEO cannot attend, then the Deputy CEO may act on his or her behalf.

From time to time, other staff may be asked by the CEO to present reports to the Board and answer questions arising from his or her presentation.

Any staff member, like the public, may attend a Board meeting as an observer, with the exception of closed meetings as defined in the Public Libraries Act. An observer has no rights with reference to the proceedings and is not permitted to speak unless the Board agrees to grant voice.

Staff wishing to attend a meeting as an observer during work hours must seek approval of the CEO.

Document Revision Record:

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	January 28, 2013	Reviewed & Updated
3.0	September 25, 2013	Reviewed & Updated

Approval:

CEO	Board Chair	Date
<p>..... Laurie Clarke</p>	<p>..... Helen Kaluzny</p>	<p>September 25, 2013</p>