



NOTICE OF AMENDMENT

Toronto Public Library Board Procedural By-law

An amended Toronto Public Library Board Procedural By-law (By-law) will be presented to the Board at its September 24, 2012 meeting.

Pursuant to section 46 of the By-law, notice of an amendment must be given to the Board in writing one regular or special meeting in advance.

The amendments are being proposed by the Board Chair Councillor Paul Ainslie. The proposed changes to the By-law relate to notification of absences, meeting procedures concerning questioning and discussion, presentations to the Board and introduce a procedure for the waiving of By-law provisions. These changes are being introduced to ensure consistency with Council procedures and to improve the efficiency of meetings.

Library staff and staff in the City Legal Division have reviewed the proposed amendments to ensure compliance with relevant legislation, including the Public Libraries Act, alignment with City Council Procedures and current practice at the Library Board.

The proposed amendments are:

	CURRENT	AMENDMENT	COMMENTS
A	<p>26 Notification of absence</p> <p>.1 Members will notify the Secretary if they:</p> <p>.1 will not be attending;</p> <p>.2 will be arriving late for; or</p> <p>.3 will be leaving early from; any meeting of the Board or a Committee.</p> <p>.2 The Board will notify Council if any Member is absent from the meetings of the Board for three consecutive months if the absence is not authorized by a Board resolution.</p>	<p>Add : (between 26.1 and 26.2)</p> <p>The Secretary will advise the Board of any Member who will be absent from the meetings of the Board for three consecutive months and advise the Board of any explanation provided by the Member for such absence. The Board will then decide whether to authorize the Member's absence by Board resolution.</p>	<p><i>Public Libraries Act</i> s.13(c) disqualifies members if a board member is absent from the meetings of the board for three consecutive months without being authorized by a board resolution.</p> <p>This clause codifies current practice.</p>

B	29 Meeting procedures .5 The Chair will: .1 maintain a list of Members who have signaled the Chair that they wish to speak or ask questions; .2 recognize Members in the order in which they signaled that they wished to speak or ask questions.	Merge 29.5.1 and 29.5.2 .5 The Chair will maintain a list of Members who have signaled the Chair that they wish to speak or ask questions and recognize Members in the order in which they signaled that they wish to speak or ask questions	
C	29 Meeting procedures	Add new subsection 29.6: .6 All questions on a matter, including questions of Library staff, must be finished before debate on the matter begins, except for questions to a Member who has made a motion and only to clarify the motion.	Adopts approach taken at City Council (Council Procedures s. 27-89M and 27-89G) to separate questioning from debate.
D	33 Motions 36 Motion to Reconsider 47 Types of motions, 48 Other procedural rules 49 Order of precedence	Integrate sections 36, 47, 48 and 49 into main body of By-law into section 33 “Motions”. See attached revised By-law at pages 23-27.	Makes the By-law more user friendly.
E	40 Limits of speeches .1 All speakers are limited to five minutes, except that: .1 the Board or Committee, by resolution, may extend a speaker’s time to a maximum of fifteen minutes;	Amend s.40.1.1. .1 All speakers are limited to five minutes, except that: .1 the Board or Committee, by resolution, may extend a speaker’s time to a maximum of fifteen minutes or limit the time for all speakers at a meeting.	Gives greater flexibility for the Board. Helps with overall time management of meetings. City Council Procedures allow for public presentations at the Committee level with the ability to limit debate.
F	42 Minutes of Meetings .1 The Secretary will keep minutes of all Board and Committee meetings. .2 The minutes will record: .1 the place, time and date of the	Add s. 42.2.5 . 5 any declarations of a conflict of interest, including the Member’s name and the reason for the conflict of interest.	Provisions added to reflect current practice.

	<p>meeting; .2 the name of the Chair, the Members present, and the Members absent; .3 any correction to, and the adoption of, the minutes of the previous meeting; .4 all resolutions. .3 Reference will be made in the minutes to an agenda item discussed in a Closed meeting. .4 The minutes will record that a motion was carried or defeated, with no count of the vote, unless the vote was recorded. For recorded votes, the Members' name and corresponding vote will be recorded in the minutes after the Chair has announced the results.</p>	<p>Amend s.42.3 .3 Reference will be made in the minutes to an agenda item discussed in a Closed meeting and the reason why the discussion was closed to the public.</p>	
G	There are no current provisions on waiving By-law provisions	<p>Add s. 45 Waiver of By-law provisions .1 Subject to Section 45.2 and 45.3 a motion to waive one of the Procedural By-law's rules on a one time basis will pass if a two-thirds majority of all Members vote for it. .2 A waiver cannot be contrary to the requirements of the Public Libraries Act or any other applicable legislation. .3 The Board cannot waive sections • 10.1 Procedure for election of Chair and Vice-Chair</p>	<p>Proposal based on Council Procedures s. 27-8. "A. Two-thirds vote required to waive rules. Subject to Subsection B, a motion to waive one of the procedures By-law's rules on a one time basis will pass if two-thirds of the Council members present vote for it." Provides flexibility to Board in exceptional circumstances. Two-thirds majority of all Members is required, instead of Members present, in order to a) be internally consistent (e.g. s.19.4.2) and b) to ensure that waiver of rules carries more legitimacy.</p>

		<ul style="list-style-type: none"> • 11. Appointees • 12.1, 12.2, and 12.3.1 Secretary • 13 - Treasurer • 15.1 - Scheduled Meetings • 16.1 - Special Meetings • 19 - Adding New Business to Library Board Meetings • 23 - Public Meetings • 24 - Closed Meetings • 25 - No disclosure of closed meeting deliberations • 27.1 - Quorum • 29 - Meeting Procedure • 32 - Conflict of Interest • 33.3a. - Types of motions: "Reopen" and "reconsideration" only • 34 - Voting • 45 – Waiver of By-law Provisions • 46 - By-law amendment 	<p>Roberts Rules s. 25 allows for the suspension of rules, so long as they are legal and respect basic member rights (e.g. to attend meetings, vote, etc...). Council's waiver provision is consistent with this principle.</p>
--	--	--	---

Financial Impact

These amendments to the by-law will have **no** financial impact beyond what has already been approved in the current year's budget.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

CONTACT

Katherine Palmer; Director, Planning, Policy & E-Service Delivery; Tel: 416-395-5602;
Fax: 416-393-7083; Email: kpalmer@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian

ATTACHMENT

Attachment 1: Revised Procedural By-law