



## Toronto Public Library Board Budget Committee

### Terms of Reference

#### 1. Mandate

The Mandate of the Committee is to:

- review, report and/or make recommendations to the Board on any matter related to the Library's operating and capital budgets
- report its activities and recommendations to the Board. Committee decisions are not binding on the Board

#### 2. Membership

The Committee membership consists of:

- three (3) Board Members
- Board Vice Chair, and
- Board Chair
- All members of the Library Board will be notified of, and may attend, all Committee meetings

#### 3. Chair

- The Chair of the Committee is elected at the first meeting

#### 4. Agenda and Minutes

- Notice of meetings will be forwarded at least four (4) clear days in advance of the meeting
- The agenda and minutes of Committee meetings will be kept in accordance with the Board Procedural By-law

#### 5. Schedule of meetings and Time frame

- The Committee will meet on an as-needed basis

#### 6. Procedural Rules

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
  - quorum is 3 members
  - there is no time limit for meetings, and
  - the rules for Informal Consideration will apply, that is
    - a motion does not need to be seconded

- the number of times a Committee Member may speak is not limited
- no Member may speak more than once, before every other Committee member who wishes to speak has spoken

## **7. Public and Closed Sessions**

- All meetings of the Committee are open to the public. A meeting or part of a meeting may be closed to the public if the subject is a confidential matter in accordance with Section 24 of the Library Board Procedural By-law
- Before holding a meeting or part of a meeting that is closed to the public, the Chair shall state by resolution the fact of the holding of the closed meeting; and the general nature of the matter to be considered at the closed meeting
- No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure

Date: November 21, 2011