

RED DEER LIBRARY
BOARD
POLICY MANUAL

SUBJECT:
BOARD BY-LAW
MEETINGS

SECTION 2.4
PAGE 1
DATE June 17, 1998

1. Ten regular meetings shall be held per year. The board will stand recessed during July and August with the Executive Committee acting on behalf of the Board during that period.
2. The regular meeting in November shall be for the purpose of electing officers and for other business that may arise.
3. Special meetings may be called at the direction of the Chair or at the request of four (4) members, for the transaction of business as stated in the call for the meeting.
4. A quorum for the transaction of business at any meeting shall consist of 50% of the members of the Board present in person.
5. The rules contained in the current edition of Robert's Rules of Order – Newly Revised, shall govern meetings of the board in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the board may adopt.
6. The operating procedures of the Board may be amended at any regular meeting.
7. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:
 - (1) Approval of the Agenda
 - (2) Approval of the Minutes of the previous meeting
 - (3) Business arising out of the Minutes
 - (4) Continuing business and referred business
 - committee reports
 - financial reports/ statements
 - director and other staff reports
 - (5) New Business
 - (6) In Camera

(7) Adjournment