Policy Type:	**Governance**	Policy Number:	**GOV - 03**
Policy Title:	**Duties and Responsibilities of Individual Board Members**	Policy Approval Date:	June 2004
		Policy Review Date:	May 2026

PURPOSE

This policy sets out the obligations of individual Board members of the Milton Public Library Board who must understand the extent / limitations of their authority and to use it appropriately.

SCOPE

Attendance and Participation

Board members are encouraged to attend all Board meetings and participate actively in the operation of the Library.

The Public Libraries Act states that:

If a board member,

(a) is convicted of an indictable offence;

(b) becomes incapacitated;

(c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;

(d) ceases to be qualified for membership under clause 10 (1) (c); or

(e) otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing Council accordingly.

Confidentiality

Board members shall protect the organization's information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.

Board members shall not knowingly take advantage of or benefit from information that is obtained in the course of official duties and responsibilities as a Board member, and that is not generally available to membership.

Board members shall be alert to information which the organization can use to develop improved policies and strategies.

Censorship

Board members shall be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals. The Board first adopted the Canadian Library Association's Statement on Intellectual Freedom in 1987 and each subsequent Board has done the same, as amended over time.

Limitations

Individual Board members may not attempt to exercise individual authority over the organization, except as explicitly set forth in Board policies:

- Individual Board members' interaction with the CEO or with staff must recognise the lack of authority held by any individual Board member or group of Board members, except as noted above.
- Individual Board members' interaction with the public, the media, or any other group must recognize the same limitation and similar inability of any Board member or group of Board members to speak for the Board, except as noted above. In extraordinary situations that may arise, it is the Board Chair who speaks on behalf of the Board to the media.
- Individual Board members will make no judgements of the CEO or staff performance, except as that performance is assessed against Board policy, through the official process.

Conflict of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibility:

- There must be no self-dealing or any conduct of private business or personal services between any Board member and the Library except as procedurally controlled, to ensure openness, competitive opportunity and equal access to "inside" information.
- Each Board member shall disclose to the Board any personal interest which they may have in any matter pending before the Board and shall refrain from any participation in any decision on such matter.
- Board members must not use their positions to obtain employment in the organisation for themselves, family members, or close associates.
- Should a Board member be considered for employment with the Library, s/he must temporarily withdraw from Board deliberation, voting and access to applicable Board

information.

If a conflict of interest does arise, an opportunity to declare such is given at the beginning of every Board meeting.

Gifts and Hospitality

Board members shall reject offers of gifts, favours, or benefits of a personal nature except normal promotional handouts of a nominal value.

Related Documents:

Milton Public Library. ***BL – 00 MPL Board Procedural By Law***