

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: POLICY MAKING AND BY-LAW PROCEDURE

REFERENCE #: 92/02

DATE APPROVED: Sept. 9, 1992

REVISED: Dec. 13, 1995, March 10, 1999, March 8, 2000

1. Policies

Proposed new policies, or changes to existing policies shall be presented in writing to the Library Board for discussion and approval.

Board approved policies shall be signed by the Chairperson and dated.

2. Bylaws

Proposed new bylaws or changes to existing bylaws, including schedules or attachments thereto, shall be presented to the Library Board. All proposed bylaws or amendments to bylaws, including schedules or attachments, must pass three readings to be approved.

Following first reading the proposed bylaw or changes shall be discussed, changes made where necessary, then given second and third reading. On passing third reading, the bylaw is considered accepted and approved. Dates of first, second and third readings are noted at the bottom of the bylaw.

A copy of the approved bylaw shall be forwarded to City Council. The Library Board shall request from City Council, either a copy of the minutes of the Council meeting at which the library bylaw was received, or a letter from a City authority confirming that the new or amended bylaw was received by Council. Evidence of Council's receipt of the bylaw or amendment will be attached to the Library's original copy of the bylaw.

3. Distribution of Policies & Bylaws

The original copy of policies and/or bylaws shall be kept in the Library's official Policy Manual, with copies distributed as follows:

- Staff Manual
- Library Director
- City Hall
- Alberta Community Development
- All Board Trustees

Edward Wolak
Board Chair