



---

## Carleton Place Public Library

Policy Type: **Governance**

Policy Number: **GOV -05**

Policy Title: **Committees of the Board**

Initial Policy Approval Date: December 16, 2015

Last Review/Revision Date: May 2022

Year of next review: 2026

---

The library board may use ad hoc committees to further its work. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees, as the need arises.

1. Committees report directly to the library board and have no authority other than to draft recommendations or prepare alternatives for the library board's consideration.
2. Committees operate for defined periods of time and have a specific purpose which must be described in written terms of reference.
3. Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the library board as a whole.
4. An ad hoc committee that is established by the library board may include non-board members.
5. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
6. Committees shall not supervise or direct employees.

### **Related Documents:**

Carleton Place Public Library Ad Hoc Policy Committee – Terms of Reference. **(Appendix A)**



## Committees of the Board (Continued) Appendix A

*This is an example of an Ad Hoc Committee - in this case created to review policy.*

### The Carleton Place Public Library Ad Hoc Policy Committee - Terms of Reference

#### 1. Purpose:

- a) ensure that the library board's policies meet the requirements of the **Ontario Public Library Guidelines** (OPLG)

#### 2. Responsibilities:

- a) audit and evaluate existing policies based on the OPLG
- b) establish a work plan to review, revise and develop policies required by the OPLG
- c) research, draft and recommend new policies or policy revisions that align with the library's vision, mission and strategic plan

#### 3. Duration of the Committee:

- a) the committee meets until the library's policies comply with the requirements of the OPLG in preparation for accreditation