

LILLOOET AREA LIBRARY ASSOCIATION  
2024 ANNUAL GENERAL MEETING

**New Business Information Package**

**1. New Business**

**i. Adoption of Constitution Amendment**

- i. The Lillooet Area Library Association (LALA) Policy Committee worked to update and modernize the governance documents. Proposed changes to the Constitution are two items:
  - 1. add the six Northern St'át'imc Communities to the second clause, reflecting that LALA has issued library cards to residents living on reserve since being established in 1990.
  - 2. Removing the fifth clause and moving it to the proposed By-laws (clause 6.9)

**The existing and new draft constitution are attached below.**

**ii. Adoption of By-law Amendments**

- i. Several additions have been made to the By-laws in order to provide more clarity and direction about the structure and rules that govern the Association.

**The existing and new draft By-laws are attached below.**

## Constitution—Adopted January 31<sup>st</sup>, 2002

1. The association shall be called the Lillooet Area Library Association.
2. Any resident of Area A or B of the Squamish-Lillooet Regional District or of the District Municipality of Lillooet may be a member of the Association.
3. The purpose of the Association is to provide library service to Areas A and B of the Squamish-Lillooet Regional District and the District Municipality of Lillooet.
4. The association shall be carried on without purpose of gain for its members, and any profits or other accretions to the association shall be used solely to promote its purpose. This provision is unalterable.
5. Members may requisition a Special General Meeting by presenting to the Secretary Treasurer a letter requesting such a meeting, signed by 25 members of the Association. Upon receipt of a valid requisition the Secretary-Treasurer shall cause a Special General Meeting to be held within twenty-one (21) days. Business at a meeting called under this clause shall be restricted to the purpose(s) and resolution(s) specified in the letter of requisition.
6. This Constitution shall not be altered except by the authority of a resolution passed at a Special or General Meeting of the Association.
7. Donations, monies raised and grants for a specific branch of the library shall be directed for use to that branch.

## Constitution – DRAFT for consideration

1. The association shall be called the Lillooet Area Library Association.
2. Any resident of Area A or B of the Squamish-Lillooet Regional District, of the District Municipality of Lillooet or of Tl'et'et, Tsal'alh, Sekw'el'was, Xwisten, Xaxli'p and Ts'kw'aylaxw may be a member of the Association.
3. The purpose of the Association is to provide library service to Areas A and B of the Squamish-Lillooet Regional District and the District Municipality of Lillooet.
4. The association shall be carried on without purpose of gain for its members, and any profits or other accretions to the association shall be used solely to promote its purpose. This provision is unalterable
5. This Constitution shall not be altered except by the authority of a resolution passed at a Special or General Meeting of the Association.
6. Donations, monies raised and grants for a specific branch of the library shall be directed for use to that branch.

## Bylaws – Adopted October 16<sup>th</sup>, 2002

### Article I - Organization and Structure

#### **1. The Library Board shall consist of:**

- 1.1. One director elected in odd-numbered years by the residents of Area A Squamish Lillooet Regional District (SLRD) at a public meeting held for that purpose.
- 1.2. One director elected in even-numbered years by the residents of Seton Portage/Shalalth at a public meeting held for that purpose.
- 1.3. Five directors elected from the population of the District Municipality of Lillooet and Area B excluding Seton Portage/Shalalth, at the Annual General Meeting, two of whom shall be elected in odd-numbered years.
- 1.4. One director may be appointed by the SLRD.
- 1.5. One director may be appointed by the District Municipality of Lillooet.

#### **2. The Chief Librarian shall attend all Board meetings as requested by the Board, but shall not vote.**

- 2.1. The Annual General Meeting shall be held during the month of January at a time specified by the Board. Notice shall be provided to the membership by advertising in the local newspaper at least two weeks prior to the meeting.
- 2.2. The fiscal year shall start January first and end on December thirty-first.
- 2.3. All meetings of the Board or Association shall be conducted according to Francis' "Democratic Rules of Order".
- 2.4. These Bylaws may only be altered by a resolution passed at a regular meeting of the Board. Such a resolution must have been presented as Notice of Motion at the previous regular meeting.

### Article II - Duties of Library Board Officers

#### **1. Chair**

- 1.1. Shall preside at meetings of the Association, and at Board meetings.
- 1.2. Shall supervise the business of the Association.
- 1.3. Shall report the previous year's activities to the membership at the Annual General Meeting.
- 1.4. Shall be a signing officer of the Association.
- 1.5. The Chairperson shall be the official representative of the Association unless the Board designates otherwise.

#### **2. Vice Chair**

- 2.1. Shall assist the Chairperson in carrying out the duties of the Chair.
- 2.2. Shall preside over meetings in the absence of the Chairperson.
- 2.3. Shall be a signing officer of the Association.

#### **3. Financial Director**

- 3.1. Shall be the Chair of the Finance Committee
- 3.2. Shall be a signing officer of the Association

#### **4. Secretary-Treasurer**

- 4.1. Shall be the Library Director without voting privilege.
- 4.2. Shall have charge of the accurate preparation and custody of the minutes of the Association.
- 4.3. Shall attend to correspondence of the Association.
- 4.4. Shall issue notice of all meetings.
- 4.5. Shall provide copies of the latest minutes to all Board members prior to the next

regularly scheduled meeting of the Board.

4.6. Shall have prepared by a Certified General Accountant such records as are necessary to give a thorough and proper accounting of Association funds at year's end.

4.7. Shall assist the Board or its committees in the preparation of the annual budget.

4.8. Subject to Board approval may select a qualified employee of the Association to act as bookkeeper for the Association.

4.9. Shall be a signing officer of the Association

### Article III – Committees

#### **1. Finance Committee**

1.1. The Finance Committee shall consist of the Chairperson, the Vice-Chairperson, and the Financial Director. All Board members shall be entitled to participate in the activities of the Finance Committee.

1.2. The Financial Director shall be elected in the same manner as the Chairperson.

1.3. The Finance Committee shall meet regularly, but not less than quarterly, to review financial information, and shall report back to the Board.

1.4. The Board may establish other committees as necessary.

October 16, 2002

## Lillooet Area Library Association Bylaws DRAFT for Consideration

### 1. Authority

As established in the British Columbia Library Act (1966), Part 4, Section 39 provides that the library board may make rules for holding meetings of the public library association and for managing the association and may make rules for managing the business of the board.

### 2. Purpose

The purpose of this bylaw is to establish rules and procedures to be followed in calling and conducting meetings of the association and of the Board, electing Trustees and adopting or amending by-laws.

### 3. Qualification

All residents of Area A or B of the Squamish-Lillooet Regional District, of the District Municipality of Lillooet or of T'it'q'et, Tsal'alh, Sekw'el'was, Xwisten, Xaxli'p and Ts'kw'aylaxw are eligible for membership and participation in the Association upon applying for and being given a library card.

### 4. Disqualification

Any member contravening library policy and/or procedures may have their membership privileges revoked, in which case they shall be ineligible to participate in the Association.

## 5. Organization and Structure

The Library Board shall consist of between 5 and 9 voting members:

- 5.1. One director elected in odd-numbered years by the residents of Area A Squamish Lillooet Regional District (SLRD) at a public meeting held for that purpose.

- 5.2. One director elected in even-numbered years by the residents of Seton Portage/ Tsal'alh at a public meeting held for that purpose.
- 5.3. Five directors elected from the population of the District Municipality of Lillooet and Area B excluding Seton Portage/ Tsal'alh, at the Annual General Meeting, two of whom shall be elected in odd-numbered years.
- 5.4. One director may be appointed by the SLRD.
- 5.5. One director may be appointed by the District Municipality of Lillooet.
- 5.6. The Library Director shall attend all Board meetings as requested by the Board, but shall not vote.
- 5.7. Trustee information will be registered in the office of the Association and may be shared with the Ministry of Municipal Affairs, Libraries Branch, the Canada Revenue Agency and other agencies with which LALA does business

## 6. Meetings

- 6.1. All meetings of the Board or Association shall be conducted according to Francis' "Democratic Rules of Order".
- 6.2. Annually the Board will adopt a schedule of regular meetings including dates, time and location.
- 6.3. The quorum shall be the majority of the current members of the Board.
- 6.4. All regular meetings are open to the membership.
- 6.5. All decisions of the Board will be recorded in the minutes
- 6.6. Minutes will be available in the Lillooet Branch following adoption.
- 6.7. The Board may exclude members and/or the Library Director from a meeting in order to discuss: personnel and contract matters, liability claims, performance of an employee, public complaints or appeals. The proceedings of such meetings may only be disclosed by a resolution of the Board.
- 6.8. A trustee who believes they may be in a conflict of interest must immediately disclose that conflict to the board. The Chair may direct that Trustee to absent themselves from the relevant portion of the meeting.
- 6.9. Members may requisition a Special General Meeting by presenting the Secretary Treasurer a letter requesting such a meeting, signed by 25 members of the Association. Upon receipt of a valid requisition the Secretary- Treasurer shall cause a Special General Meeting to be held within twenty-one (21) days. Business at a meeting called under this clause shall be restricted to the purpose(s) and resolution(s) specified in the letter of requisition.

## 7. Annual General Meetings.

- 7.1. The Annual General Meeting shall be held during the month of February at a time specified by the Board.
- 7.2. Notice shall be provided to the membership by advertising in the local media at least three weeks prior to the Annual General Meeting.
- 7.3. Quorum for the Annual General Meeting is the same as quorum for the Board (6.3)
- 7.4. To be eligible to stand for election to the Board, a nominee must be a current member of the Association, and their application for nomination must be accepted by the Board at the January Board Meeting, or by special resolution at the Annual General Meeting.
- 7.5. The fiscal year shall start January first and end on December thirty-first.

7.6. The AGM will report on activities and financial statements of the previous year.

## 8. Duties of Library Board Officers

### 8.1 Chair

- Shall preside at meetings of the Association, and at Board meetings.
- Shall supervise the business of the Association.
- Shall report the previous year's activities to the membership at the Annual General Meeting.
- Shall be a signing officer of the Association.
- The Chairperson shall be the official representative of the Association unless the Board designates otherwise.

### 8.2 Vice Chair

- Shall assist the Chairperson in carrying out the duties of the Chair.
- Shall preside over meetings in the absence of the Chairperson.
- Shall be a signing officer of the Association.

### 8.3 Financial Director

- Shall be the Chair of the Finance Committee
- Shall be a signing officer of the Association

### 8.4 Secretary-Treasurer

- Shall be the Library Director without voting privilege.
- Shall have charge of the accurate preparation and custody of the minutes of the Association.
- Shall attend to correspondence of the Association.
- Shall issue notice of all meetings.
- Shall provide copies of the latest minutes to all Board members prior to the next regularly scheduled meeting of the Board.
- Shall have prepared by a Certified General Accountant such records as are necessary to give a thorough and proper accounting of Association funds at year's end.
- Shall assist the Board or its committees in the preparation of the annual budget.
- Subject to Board approval may select a qualified employee of the Association to act as bookkeeper for the Association.
- Shall be a signing officer of the Association

## 9. Committees

### 9.1. Finance Committee

9.1.1. The Finance Committee shall consist of the Chairperson, the Vice-Chairperson, and the Financial Director.

9.1.2. All Board members shall be entitled to participate in the activities of the Finance Committee.

9.1.3. The Financial Director shall be elected in the same manner as the Chairperson.

- 9.1.4. The Finance Committee shall meet regularly, but not less than quarterly, to review financial information, and shall report back to the Board.
- 9.2. The Board may establish other committees as necessary.

## 10. Resignation of Trustees

- 10.1. Trustees may resign in writing, or verbally at a regular Board Meeting.
- 10.2. The Board may, at any time, appoint a member as Trustee to fill a vacancy that arises on the Board as a result of the resignation, death, incapacity or disqualification of a Trustee during their term of office.

## 11. Cause for Removal from the Board

- 11.1. The Board may discipline or remove trustees who are found to be in conflict of interest, or in breach of the Library Board Code of Conduct.

## 12. By-laws

- 12.1. These Bylaws may only be altered by a resolution passed at a regular meeting of the Board. Such a resolution must have been presented as Notice of Motion at the previous regular meeting.

DRAFT December 2023