

<b>PEACE LIBRARY SYSTEM</b>		<b>POLICY ON POLICY MAKING</b>	
CATEGORY:	Board Governance	POLICY:	G3-20
DATE APPROVED:	May 23, 2020	REVIEW IN:	2025

The Peace Library Board, given authority under the Alberta Libraries Act, Libraries Regulation and the Peace Library System Master Agreement, is responsible for bylaw and policy development. The Board develops policy related to framework, board governance, and operational management of the System and its library service points (as the Board of Record). These policies shall be proposed and monitored by the appropriate standing committee.

The Board believes that developing policies provides effective parameters and guidelines for action for its members, committees, and staff. The Board expects these people to know the policies related to their duties.

### **Guidelines**

1. Prior to approving new policy, the Board will ensure that policies comply with relevant federal, provincial and municipal legislation and regulations, with the System's bylaws, and with existing Board policies and agreements.
2. Initial suggestions for policy development may come from:
  - Board members,
  - committees,
  - the Director or staff,
  - member jurisdictions, and
  - member library boards or member library staff.
3. A policy shall consist of a policy statement and such guidelines, regulations, or procedures as are required.
4. Policies shall be clearly written and based on the philosophy and mission statement of the Peace Library Board.
5. The Board may pass the policy, pass the policy with amendments, or return the policy to the appropriate Committee for reconsideration.
6. New policies and policy changes shall be adopted by Board motion.
7. As policy is established, review dates shall also be established.

8. Unless otherwise noted, policies will be reviewed every five years, at minimum.
9. The Director identifies and recommends areas for policy development to the Board and shall maintain the Board's Policy Manual and shall be responsible for recording recommendations and changes in the appropriate sections of the policy manual.
10. In situations where there is no Board policy or insufficient Board policy to guide actions, the Director shall take an appropriate course of action.
11. Copies of all approved or amended policies shall be filed with the provincial department responsible for libraries and will be made available to Board members and staff on the Peace Library System's website.

Chair's Signature: \_\_\_\_\_