

Purpose: The purpose of this policy is to establish a procedure for the structure, development and review of Board policies and to ensure that policies are relevant to the focus of the library.

- 1 Definitions:
 - 1.1 Act: *Libraries Act RSA 2000, C.L-11.*
 - 1.2 Board: Medicine Hat Library Board.
 - 1.3 Bylaws: Bylaws and the associated schedules as required under the Act.
 - 1.4 Policy: A guideline adopted by the Board upon which to base the day to day operational decisions of the library management.
 - 1.5 Framework Policies: Policies required by the Act and the Libraries Regulations.
- 2 All policies shall be consistent with the Board's vision and mission statements, Plan of Service, and Framework policies. The Board will establish policies covering activities of the Board and staff and situations which occur on a regular and consistent basis.
- 3 Requests for policy development, amendment, and review may be made at any time by a member of the Board, the staff, or the public.
 - 3.1 Requests for policy development or review shall be referred to the relevant Board committee.
 - 3.2 The Advocacy, Policy, Programs and Service Committee is responsible to ensure that all policies are reviewed at least once every five years.
 - 3.3 All policies shall be reviewed by the Chief Librarian for conformity to the Act and Libraries Regulations, the *Freedom of Information and Protection of Privacy Act, RSA 2000, C.F-25*, and the Framework policies of the Board.
- 4 Approved Policies:
 - 4.1 Shall be made available to the public.
 - 4.2 Shall be included in the Policy Manual which is updated as policies are approved.
 - 4.3 Shall be submitted to the Minister in accordance with the Act.
 - 4.4 Shall be the responsibility of the Chief Librarian to implement.
- 5 Policy Structure:
 - 5.1 All policies shall begin with a statement of purpose.
 - 5.2 Headings for all policies shall contain the date of approval, policy number, policy title, policy category, and, if required, section within the category. Bylaws shall not have a policy number or title.
 - 5.3 All policies shall use the outline format of 1., 1.1, 1.1.1. If necessary, 1. shall be a listing of definitions.
- 6 Bylaws:
 - 6.1 Bylaw structure follows the policy structure.
 - 6.2 Approval of bylaw changes requires three (3) readings. If the bylaws are approved unanimously at each reading the bylaws can be approved at one Board meeting. Where there is an abstention or negative vote, the second (2nd) and third (3rd) readings must be held at a subsequent Board meeting.
 - 6.3 Approved bylaws are submitted to the City of Medicine Hat. City Council may disallow a bylaw.
 - 6.4 Approved bylaws are submitted to the Minister in accordance with the Act.