

**Category:** Governance  
**Policy Number:** 1-7  
**Policy Name:** Staff Attendance at Board Meetings

**Purpose:**

To describe the rights and responsibilities of staff attending Board meetings.

**Policy:**

The CEO is required by the Public Libraries Act to attend all Board meetings. The Deputy CEO also generally attends all Board meetings. If the CEO cannot attend, then the Deputy CEO may act on his or her behalf.

From time to time, other staff may be asked by the CEO to present reports to the Board and answer questions arising from his or her presentation.

Any staff member, like the public, may attend a Board meeting as an observer, with the exception of closed meetings as defined in the *Public Libraries Act*. An observer has no rights with reference to the proceedings and is not permitted to speak unless the Board agrees to grant voice.

Staff wishing to attend a meeting as an observer during work hours must seek approval of the CEO.

**Document Record:**

June 2003	Initial Release
January 2013	Reviewed
September 2013	Reviewed