



Board of Trustees 2020 Appointment Form Trustee

The _____ has appointed as *Trustee* _____
Municipality/ Regional District Name and Title

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Trustee Information

Mailing/Courier Address: _____
 City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Cell: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
 Telephone: _____ Email: _____

Trustee Signature

Date

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.



**Board of Trustees
2020 Appointment Form
Alternate**

The _____ has appointed as *Alternate* _____
Municipality/ Regional District *Name and Title*

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Alternate's Information

Mailing/Courier Address: _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Cell: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Alternate's Signature *Date*

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.



Administration
 Box 3333 | 6250 Hammond Bay Road
 Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 **f:** 250.758.2482
e: info@virl.bc.ca **w:** www.virl.bc.ca

DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)

Use this form to:

Start Direct Deposit Payments OR **Change** information previously submitted

Effective date: _____
D M Y

Contact Information:
 Company or person to receive payment:
 Address: _____ Phone: _____
 Contact Person: _____ Fax: _____
 Title: _____ Email: _____

Confirmation of Deposits:
 Your statement of account from your bank will show payment from Vancouver Island Regional Library.

Bank Account for Deposits

Please attach a blank cheque containing banking information. Write 'VOID' across the front.

Name of bank or financial institution: _____
 Address of branch where account is located: _____
 Transit No. _____ Institution No. _____
 Account No. _____
 Teller Stamp: _____

Authorized Electronic Funds Payments:
 I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

Authorized Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Fax, scan and email, or mail completed form and void cheque to:

Vancouver Island Regional Library
 Box 3333
 Nanaimo, BC V9T 6M9

Attention: Finance Dept.
 Fax: 250.729.2331
 Email: financialservices@virl.bc.ca

Questions?
 Call: 250.585.9066
 Email: dchanakos@virl.bc.ca

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



**Board of Trustees
2020 Nomination Form**

2020 Nomination

Trustee: _____

Municipality / Regional District: _____

Candidate for: **Chair** **Vice Chair** **Executive Committee (9)**

2020 Executive Committee meetings are held Fridays at
Nanaimo North Branch, 6250 Hammond Bay Road, 9:30 am – 12:30 pm.
February 28 August 28 (Budget & Regular)
May 1 October 23
July 3 (Budget only)

Biography (include relevant experience):

Forms can also be completed at www.virltrustee.com

**Submit by December 16, 2019 to
Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca**

Excerpts from VIRL Board of Trustees Procedural By-Law

Adopted March 23, 2019

4. Officers (p. 9-10)

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;
- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.

- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board of Trustees.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

6. Executive Committee (p.17)

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting (AGM).

Delegated Powers

The Executive Committee shall have the following delegated powers:

- 1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
- 2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
- 3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
- 4) The ability to disqualify an Executive Committee member from the committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.