

# THE ALBERTA LIBRARY

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## Policy and Procedures

### POLICY ON POLICY MAKING

**Statement of Intent:**

The Board of The Alberta Library shall ensure the establishment of policy in order to direct the operation of the organization.

**Policy:**

The Executive Committee is responsible for policy development and for recommending policies to the Board. The Board approves policies by means of one reading at any scheduled Board meeting. Each policy is reviewed at least every three years.

**Procedures:**

1. Any Director, committee or government agency as a full member of TAL may suggest policy for development or amendment to the Executive Committee.
2. Where the Executive Committee agrees the policy development is needed, it shall delegate the drafting of the policy to the appropriate committee. The delegated committee shall draft the policy and, time permitting, forward it to the Governance Committee prior to returning it to the Executive Committee. On urgent matters, the Executive Committee may deem it necessary to recommend a policy to the Board for full Board approval without Governance Committee review.
3. All policy recommendations shall be clearly written and based on the philosophy of The Alberta Library. Policy shall comply with federal and provincial laws, the Articles of Association and the existing body of policies.
4. The Membership will be given sufficient time to examine new or revised policy prior to the Board Meeting at which approval is requested.
5. The Chief Executive Officer shall maintain the Board's policy manual and shall be responsible for distributing a copy of all new or revised policies to all directors. The Chief Executive Officer shall bring forward each year to the Executive Committee those policies which are due for review as per the process above.
6. The Governance Committee shall review all policies, new and revised in accordance with procedure # 3, and shall make recommendation to the Executive Committee, who will forward recommendations to the Board. The Governance Standing Committee reviews each policy every three years.