

## TORONTO FREE LIBRARY.

### RULES AND REGULATIONS,

AS ADOPTED MARCH 14, 1883.

1. The Board of Management shall elect one of their number as Chairman, who shall hold office for one year; he shall preside at meetings of the Board when present; in his absence a Chairman may be chosen *pro tem*. The Chairman shall have the same right of voting as other members of the Board, and no other.—45 *Vic. ch.* 22, *sec.* 8.

2. The Board shall meet at least once every calendar month, and at such other times as they may think fit.—*Ibid*, *sec.* 9. Regular monthly meetings shall take place on the first Friday of each month at 4.15 o'clock p.m. If a quorum be not present in fifteen minutes after the hour appointed for such meeting, the meeting shall not be held.

3. The Chairman or any two members may summon a special meeting of the Board by giving at least two days' notice in writing to each member, specifying the purpose for which the meeting is called.—*Ibid*, *sec.* 10.

4. No business shall be transacted at any general or special meeting unless four members are present.—*Ibid*, *sec.* 11. Nor at any special meeting unless specified in the notice thereof. And no appropriation of money shall be made, or indebtedness incurred exceeding £100, without the concurring votes of a majority of all the members of the Board.

5. All orders and proceedings of the Board shall be entered in books to be kept by them for that purpose, and shall be signed by the Chairman for the time being.—*Ibid*, *sec.* 12.

6. The Officers of the Board shall be the Chairman, Librarian, 1st Assistant Librarian (who shall also perform the duties of Secretary), and such Assistant Librarians as may be found necessary from time to time, all of whom, except the Chairman, shall hold office during pleasure.

7. The Chairman shall be elected at the first meeting in the month of February in each year. It shall be his duty to sign all vouchers approved by the Board, and all drafts which shall be drawn upon the City Treasurer on account of the Library Fund; to nominate the Standing Committees for the year, such nominations to be afterwards submitted for the approval of the Board; to prepare for the consideration of the Board the Annual Report; and to exercise a general supervision over the affairs of the institution.

8. There shall be three Standing Committees, viz.: a Committee on Buildings and Grounds; a Committee on Finance; and a Committee on the Library and Reading Rooms. Each Committee to consist of four members, of whom three shall form a quorum. The Chairman of the Board shall be *ex officio* a member of all Committees.

9. The order of business at all regular meetings of the Board shall be as follows:—

1. Reading the minutes of the previous meeting.
2. Reading communications.
3. Notices of motion.
4. Reports of the Librarian.
5. Reports of Committees.
6. Unfinished business.
7. Miscellaneous.