

## Resolution Processing

- A.** A written **resolution** is the result of a motion adopted by the Trustees of the Pennsauken Library Board to take action on matters of significance.
- B.** Resolutions may be originated by any of the following:
  - a.** Library Director - e.g. Library operation changes
  - b.** Library Board Committee
    - i.** Policy, By-Law or Governance procedure approval
    - ii.** Personnel - Professional Staff changes including remuneration.
    - iii.** Budget adjustments or Financial obligations
    - iv.** Standing Committee
    - v.** Ad Hoc committee approval i.e. Strategic Planning
  - c.** Motion from the Floor
- C.** Resolutions prepared prior to monthly meeting should be submitted to the Director three (3) business days prior to the meeting and include:
  - a.** Statement for consideration or Resolution draft
  - b.** Any attachment, appendix, or vendor quote referenced in the statement.
  - c.** Name of person who can provide additional information or clarification
- D.** Those resolutions not covered by **C** are to be written in the approved format by the moving party with assistance of any other board member participating in the adopting of the motion and any pertinent information shared at the Library Board Meeting and forwarded to the Director.
- E.** A copy of the approved and newly drafted Resolution is to be included in the following month's board packet.
- F.** All resolutions will be officially numbered upon adoption by the Library Board which will be the next sequential number.
- G.** The Resolution is to be certified at the following Library Board meeting (or as soon after as practical) by the President and the Board Secretary.

- H. The fully executed document including attachment is to be given to the Administrative Secretary who will file.
- I. A list or log of Resolution numbers assigned each year are to be maintained and updated as needed by the Board Secretary.

Procedure Adopted: 9/23/2019, reviewed and approved 10/23/2023