

LONDON PUBLIC LIBRARY POLICY

Title of Policy: CEO Succession Plan
Policy Type: Board Governance
Policy No: G-08
Effective Date: September 27, 2018

Review: September 2022

PURPOSE:

The purpose of this policy is to establish London Public Library's Chief Executive Officer & Chief Librarian (CEO) Succession Plan.

SCOPE:

This policy applies to:

- The CEO and
- Those Executive-level Employees who are from time-to-time authorized to exercise the authority of the position of CEO.

DEFINITIONS:

Executive-level Employee is an Employee who holds the position of director or manager with London Public Library.

Succession occurs when a person/persons succeed or take over the responsibilities of another/others.

Successor is a person who will succeed or take over the responsibilities of another/others.

Short-Term Planned Succession will not exceed three (3) months or such longer period of time as the London Public Library Board (Library Board) determines by majority-approved motion on or before the expiry of three (3) months.

Emergency Succession will not exceed three (3) months.

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POLICY STATEMENT:

The Public Libraries Act, R.S.O. 1990, Chapter P.44, states:

A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.

The Public Libraries Act gives the London Public Library Board (Library Board) the sole right to hire the Library's CEO. It is the responsibility of the Library Board to assess the leadership needs of the Library and to ensure the selection of a qualified and capable CEO. The Library Board has the authority to determine the selection process.

Given the level of authority and responsibilities of the Library CEO, established by the Public Libraries Act and other legislation and by the Library's by-laws and Library Board policy, the Library Board recognizes that it is important to have a plan in the eventuality of a CEO succession requirement arising either on a short-term or emergency basis.

1. Executive-Level Employees Authorized to Serve as Acting CEO

- 1.1 The Library Board directs the CEO that at all times there will be at least two designated Executive-level Employees who would be able to exercise the authority of the CEO on an acting basis.
- 1.2 These Executive-level Employees will be succession-ready in that they understand and are able to successfully fulfill assigned duties of the position of CEO and know the corporate and strategic priorities of the organization.

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2. Short-Term Planned Succession

2.1 Short-Term Planned Succession is used for planned situations when the CEO is not available to perform the duties of the job for a period not expected to exceed three (3) months. It is used most frequently for periods when the CEO is on vacation and not immediately available, e.g. out of the country. It may also be used when the CEO is on approved leave, e.g. planned short-term medical leave.

2.2.1 The CEO will appoint one of the designated Executive-Level Employees into the role of Acting CEO and will advise the Library Board Executive;

2.2.2 The CEO and the Director, Financial Services, who is a Library authorized signing authority, shall not be absent at the same time.

2.2.3 Duties of the CEO may be temporarily split among the designated Executive-level Employees.

2.2.4 When the CEO is on vacation, information about how to reach the CEO will be available to the Library Board Executive in the event that a crisis might justify interrupting the CEO's planned absence. For the most part, the CEO will be available by cell phone to the Acting CEO and Executive Assistant to the CEO.

3. Emergency Succession

3.1 Emergency Succession is required when an unplanned circumstance, such as illness, accident or other unforeseen circumstance, renders the CEO unable to perform the duties of the position:

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- 3.1.1 Temporary emergency succession: The Library Board Executive, in consultation with the CEO (if circumstances allow), will appoint an Executive-level Employee into the role of Acting CEO. Duties of the CEO may be temporarily split among designated Executive-level Employees.
- 3.1.2 Longer term emergency succession: If the emergency situation prevents the CEO from performing the role for a period expected to exceed three (3) months, the Library Board Executive will appoint an Executive-level Employee into the role of Acting CEO. The Executive will convene a meeting of the Library Board to strike an Ad Hoc CEO Search Committee to plan and carry out a transition to a new permanent CEO. The Library Board will also decide if the person appointed as Acting CEO by the Executive might be appointed Acting CEO for the time required.

4. Departure

- 4.1 Voluntary departure: Voluntary departure may arise from circumstances such as the expiry of a CEO employment contract term or the resignation/retirement of an incumbent. The CEO will provide a period of reasonable notice before voluntary departure. The Library Board Executive may be required to appoint an Acting CEO depending upon the timing of the end of CEO employment and the expected appointment of a replacement CEO.
- 4.2 Involuntary departure: If the Library Board initiates the removal of the CEO, the Library Board will plan for the appointment of an Acting CEO.

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5. Authority of the Acting CEO

The person appointed as Acting CEO shall have the full authority for decision making and independent action as the regular CEO, subject to the policies of the Library Board.

6. Library Board Oversight

The Library Board Chair is responsible for monitoring the work of the Acting CEO and will be sensitive to the special support needs of the Acting CEO in this temporary leadership role. The Library Board Chair will keep the Library Board regularly informed of matters pertaining to the implementation of the succession plan.

BACKGROUND:

Leadership plays an essential part in the success of any organization. Planning for transition in leadership, as well as any unexpected interruption, is considered a governance best practice today.

INQUIRIES:

CEO & Chief Librarian

KEYWORDS:

Acting CEO, succession, succession plan

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RELATED DOCUMENTS:

Ontario Employment Standards Act, 2000
Ontario Public Libraries Act
LPL Governance Policies, e.g. Library Board-CEO Linkage Policy

DOCUMENT CONTROL:

Approved: November 23, 2017 (L17/65.3)
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