

 <b>UCN</b> University College of the North <b>Policy &amp; Procedures Manual</b>	<b># Pages:</b> <b>3</b>	<b>Policy Reference:</b> <b>LC-01-07</b>
	<b>Approved by:</b> <b>UCN Learning Council</b>	
<b>Section:</b> <b>Committee Terms of Reference</b>	<b>Effective Date:</b> <b>February 20, 2024</b>	
<b>Title:</b> <b>LIBRARY COMMITTEE</b>	<b>Replaces:</b> <b>October 20, 2020</b>	

*These Terms of Reference define the scope of possible committee activities of the Library Committee. Committee business will vary and will not necessarily include all nor be limited to the following activities at any one time or during any given year.*

**1. Purpose**

- 1.1. The Library Committee shall advise, in collaboration with; the University College Librarian-The Pas, the Campus Librarian-Thompson, and the Library Technician, on all matters relating to the UCN Libraries. The areas of advice shall include the following:
  - a) monitoring the continuing response to the Library Review Report recommendations and organizing subsequent reviews every five years (academic plan);
  - b) liaison between UCN Libraries and academic programs;
  - c) establishing collections priorities;
  - d) review of UCN Libraries performance data;
  - e) review of major changes in UCN’s library systems or operations.
- 1.2. Recommendations of the Library Committee, which involve substantial additional costs or affect long-range planning, shall be referred to the Learning Council’s Academic Planning Committee in order that it may comment on the proposal when it is introduced for discussion at the Learning Council.

**2. Authority**

- 2.1. The Library Committee is accountable to the Learning Council.
- 2.2. The Committee Chair shall report on the Committee’s activities to the Learning Council and submit written recommendations as required for the Learning Council’s consideration.

**3. Composition**

- 3.1. The Committee shall be composed of a maximum of sixteen (16) voting members and shall include:
  - a) Director, Research and Academic Innovation (ex officio)
  - b) One (1) Dean or AVP (appointed by the Dean’s annually) (ex officio)

- c) Information Technology Manager (ex officio)
  - d) Three (3) university faculty
  - e) Three (3) college faculty
  - f) One (1) representative of the student body
  - g) One (1) representative of the Council of Elders
  - h) Two (2) members at large
  - i) University College Librarian - The Pas (ex officio)
  - j) Campus Librarian - Thompson (ex officio)
  - k) Library Technician (ex officio)
- 3.2. The term 'ex-officio,' as used in Section 3.1 to describe membership in the Library Committee, refers to an obligation or privilege a person has, by virtue of their position, to serve on the committee. An ex-officio member has all the rights and obligations of membership of the committee, including making motions and participating in discussions. The obligations include attending meetings and being an active member. Unless otherwise noted, an ex-officio member is a voting member of the Library Committee.
- 3.3. The Chair shall notify the Tri-Council office of any changes in membership, including the name of the Dean/AVP who is appointed annually.
- 3.4. The Committee has the discretion to invite resource persons as needed.
- 3.5. Appointment of Committee members shall be ratified by motion of the Learning Council.
- 3.6. The Committee shall elect its Chair from the Committee's membership every August/September, for a one-year renewable term.

#### **4. Term of Office**

- 4.1. Faculty members and members-at-large shall be appointed for a three-year term renewable once.
- 4.2. Upon the completion of a second term, faculty members and members-at-large must wait one year before being nominated to serve on the committee again.
- 4.3. Student members shall be appointed for a one-year term renewable up to three years.
- 4.4. The Dean/AVP shall be nominated and elected annually and may serve up to three consecutive terms.
- 4.5. The Council of Elders Member shall be appointed by the Council of Elders, for a three-year term, renewable once.

#### **5. Committee Operations**

- 5.1. Robert's Rules of Order shall govern the conduct of all Committee meetings. Such matters on which the UCN Learning Council Rules of Governance lay down specific procedures shall be excluded from the foregoing.
- 5.2. The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.

- 5.3. Committee minutes shall contain three sections on attendance: present, regrets, and absent for all meetings each academic year.
- 5.4. All Committee minutes are considered to be records of the Learning Council and shall be maintained in a central file managed by the Tri-Council Office.
- 5.5. The Committee may strike sub-committees as required in order to do its business.
- 5.6. The Committee shall meet four (4) times per year, calling additional meetings as needed.
- 5.7. An annual schedule of meetings shall be drawn up at the commencement of each academic year.
- 5.8. Notice of Meetings:
  - a) In addition to scheduled meetings, such other meetings as may be required to conduct the business of the Committee may be called by the Committee Chair. Notice provisions of 48 hours shall apply.
  - b) Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each Committee meeting. In addition, notice of meetings shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive notice at least 48 hours before the meeting.
- 5.9. Quorum of Meetings:
  - a) A majority of the voting members of the Committee shall constitute quorum for the transaction of business. Majority is defined as fifty (50) percent plus one (1).
  - b) For purposes of determining quorum, those Committee members on approved leave not exceeding one year shall not be considered.
- 5.10. The meeting venue of the Committee shall be in person, video conference, telephone, or other means of communication that permits all members in attendance to hear each other; and a member so participating is considered to be present at the meeting.
- 5.11. Where the Committee Chair decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, fax, and/or telephone vote may be held.
- 5.12. Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.
- 5.13. Committee members are required to advise the Committee Chair, in advance, of their inability to attend a meeting.
- 5.14. Committee members are expected to attend all meetings, including any extraordinary meetings. If a member fails to attend two (2) consecutive meetings, a vacancy may be declared at the discretion of the Committee.