

Library Council – Dalhousie Libraries System
Terms of Reference
November, 2013

1. Mandate

- 1.1. The Library Council will advance the Dalhousie Libraries System and the University by acting as an advisory body to the University Librarian.
- 1.2. The Council is responsible for making recommendations to the University Librarian regarding mission, goals, policies, operations and development of the Dalhousie Libraries.
- 1.3. The Council shall provide a forum for all members to discuss issues pertaining to the Dalhousie Libraries in a collegial and open setting.

2. Duties and Responsibilities

- 2.1. While not limited to the following, the Council shall consider and vote on:
 - 2.1.1. Library policy;
 - 2.1.2. Future directions of library service and operation;
 - 2.1.3. Library budget proposals, prior to submission to Financial Services/University Senior Administration;
 - 2.1.4. The creation of new positions or appointments;
 - 2.1.5. Recommendations regarding the acquisitions budget; and,
 - 2.1.6. The creation of committees, and their terms of reference
- 2.2. The Council shall periodically review and participate in the implementation of the mission, goals, objectives, and priorities of the Dalhousie Libraries.
- 2.3. The Council members shall seek input from the Dalhousie Libraries staff, faculty, and students when discussing library services.
- 2.4. The Council shall establish standing committees, as it deems appropriate and determine the terms of reference of such committees.
- 2.5. The Council shall have the power to establish ad-hoc committees and to delegate to these committees whatever functions it deems appropriate.
- 2.6. The Council shall be responsible for developing guidelines for the election of the Libraries Senator and to conduct the election of the Libraries' Senator.
- 2.7. The Libraries' Senator submits an annual report to Council.

2.8. The Council may make submissions to Senate, the Vice-President Academic and other appropriate bodies upon invitation.

3. Membership

3.1. The Library Council shall include as voting members all those holding appointments as academic librarians in the Dalhousie Libraries System, including limited term and part-time appointments and all members of SMT, excluding those noted in 3.2. At the recommendation of the University Librarian, individuals in the following positions will also be members of The Council: GIS Director, Intellectual Property Officer and Systems Developers; at the September meeting other individuals in relevant positions will also be named members of Council. The individuals holding these positions will be voting members of The Council.

3.2. The University Librarian, and the AUL members of the Dalhousie Libraries' Senior Management Team (SMT), are non-voting ex-officio members of The Council.

3.3. The Council may appoint additional voting members upon recommendation of the University Librarian.

4. Operating Procedures

4.1. Decisions of Library Council shall be made by simple majority vote. Voting will be conducted by show of hands.

4.2. Voting on extraordinary time sensitive issues may be done electronically via the Dalhousie ITS Opinion survey software. The responses will be anonymous.

4.3. A motion to refer a matter to secret ballot conducted among voting members of Council shall be considered a procedural motion and requires a simple majority to pass.

4.4. Quorum shall be 50% + 1 of the voting members of The Council.

4.5. Library Council shall elect a Chair from among voting members who allow their name(s) to stand. The term of this position shall be defined as one year commencing July 1st. Any exception to the Chair's term shall be determined by a vote of the Council. Any individual can be elected for multiple consecutive years.

4.6. Duties of the Chair – The Chair shall:

4.6.1. Ensure orderly discussion including timely conclusions;

4.6.2. Participate solely to deal with procedural matters and the regulation of discussion;

4.6.3. Ensure that, within assigned time limits, all persons wishing to speak on an issue are recognized;

- 4.6.4. Close discussion or rule a speaker out of order where appropriate. Such ruling shall be subject to appeal, and an appeal shall be sustained or denied by a majority vote of The Council.
- 4.6.5. Complete an annual report of The Library Council's activities, to be forwarded to The Library Council members and the University Librarian.
- 4.6.6. The Chair shall not vote on motions before Council except in the event of a tie.
- 4.7. Library Council shall elect a secretary from among voting members who allow their name(s) to stand to take official minutes and distribute an agenda. The term of this position shall be defined as one year commencing July 1st. Any exception to the Secretary's term shall be determined by a vote of the Council. Any individual can be elected for multiple consecutive years.
- 4.8. Duties of the Secretary – The Secretary shall:
 - 4.8.1. Take minutes and distribute same in a timely fashion;
 - 4.8.2. Collect agenda items for the following meeting and distribute supporting documentation at least three business days prior to the meeting;
 - 4.8.3. Distribute the agenda three business days prior to the meeting;
 - 4.8.4. The Chair or Secretary may distribute documents pertaining to urgent matters arising at short notice electronically prior to noon of the day proceeding the session. Materials distributed after that time require a procedural motion for discussion;
 - 4.8.5. Enlist administrative support as needed to complete these duties in a timely fashion.
- 4.9. Any member of Library Council including ex-officio members may propose an agenda item. Any member of Library Council including ex-officio members may make a motion.
- 4.10. Library Council shall meet once each month from September to June, unless for extenuating reasons a meeting is cancelled.
- 4.11. Special meetings of Council may be called by the Chair with as much notice as possible to discuss time sensitive or urgent matters.
- 4.12. Substantive issues raised from the floor of a Council meeting may be deferred to the next session, or if necessary, assigned as a current agenda item by a majority vote of The Council.
- 4.13. Minutes of Library Council shall be distributed to all members for approval and correction. After the minutes are approved by the members they shall be publically accessible through the library website.
- 4.14. The Council sessions are open to all library staff as non-voting, non-participating observers.