

Library Council – Dalhousie Libraries – Dalhousie University Terms of Reference

1. Mandate

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

2. Membership

- 2.1. 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. At the recommendation of the Dean of Libraries, individuals in administrative or management positions in areas such as copyright, systems development, learning management systems, GIS, resource management and other areas of the Libraries will also be voting members of Council: at the September meeting individuals in relevant new positions will be named members of Council, as long as the academic librarians are no less than fifty-five percent of the voting membership.
- 2.2. Members of the Dalhousie Libraries' Senior Leadership Team are non-voting ex-officio members of Council.
- 2.3 The Chair of the Dalhousie Senate is a non-voting ex-officio member of Library Council.
- 2.4 Council may appoint additional voting members upon recommendation of the Dean of Libraries.

3. Duties and Responsibilities

- 3.1. While not limited to the following, Council shall consider:
 - 3.1.1. Library policy;
 - 3.1.2. Priorities for future directions of library service and operation;
 - 3.1.3. Library budget proposals, prior to submission to Financial Services/University Senior Administration;
 - 3.1.4. The creation of new positions or appointments;
 - 3.1.5. Recommendations regarding the acquisitions budget; and,
 - 3.1.6. The creation of committees, and their terms of reference.
- 3.2. Council shall periodically review and participate in the implementation of the mission, goals, objectives, and priorities of the Dalhousie Libraries.
- 3.3. Council members shall seek input from the Dalhousie Libraries staff, faculty, and students when discussing library services.

- 3.4. Council shall establish standing committees, as it deems appropriate and determine the terms of reference of such committees.
- 3.5. Council shall have the power to establish ad-hoc committees and to delegate to these committees whatever functions it deems appropriate.
- 3.6. Council shall be responsible for the election of the Libraries' Senator as specified in the Senate Election Procedure for Libraries.
- 3.7. The Libraries' Senator reports to each Council meeting and submits an annual report to Council.
- 3.8. Council may make submissions to Senate, the Provost and Vice-President Academic, and other appropriate bodies upon invitation.

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 Opinio survey software, providing there has been prior substantive discussion at an earlier meeting. 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 Council.
- 4.5. Library Council shall elect a Chair from among voting members who allow their name(s) to stand. Should there not be any candidates from among the voting members, a non-voting member may be elected Chair. The term of this position shall be defined as a one year renewable term commencing July 1st. Any exception to the Chair's term shall be determined by a vote of the Council.
- 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 Council.
 - 4.6.5. Complete an annual report of the Library Council's activities, to be forwarded to Library Council members and the Dean of Libraries.
 - 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 Vice Chair from among voting members who allow their name(s) to stand. Should there not be any candidates from among the voting members, a non-voting member may be elected Vice Chair. The term of this position

shall be defined as a one year renewable term commencing July 1st. Any exception to the Chair's term shall be determined by a vote of the Council.

4.8. Duties of the Vice Chair – The Vice Chair shall:

4.8.1 Perform the duties of Chair if the Chair is unavailable.

4.8.2 Assist the Chair in the conduct of meetings.

4.8.3 Assist the Chair in the preparation of the agenda for meetings.

4.9. 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 exceptions to the Secretary's term shall be determined by a vote of the Council. Any individual can be elected for multiple consecutive years.

4.10. Duties of the Secretary – The Secretary shall:

4.10.1. Take minutes and distribute same in a timely fashion;

4.10.2. Collect agenda items for the following meeting and distribute supporting documentation at least three business days prior to the meeting;

4.10.3. Distribute the agenda three business days prior to the meeting;

4.10.4. The Chair or Secretary may distribute documents pertaining to urgent matters arising on short notice electronically prior to noon the day preceding the session. Materials distributed after that time require a procedural motion for discussion.

4.10.5. Enlist administrative support as needed to complete these duties in a timely fashion.

4.11. Any member of Library Council including ex-officio members may propose an agenda item up to four days in advance of a meeting.

4.12. Library Council shall meet once each month from September to June, unless for extenuating reasons a meeting is cancelled.

4.13. Special meetings of Council may be called by the Chair with as much notice as possible to discuss time sensitive or urgent matters.

4.14. 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.

4.15. 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 Libraries' website.

4.16. The Council sessions are open to all library staff as non-voting, non-participating observers.