

MEMORIAL UNIVERSITY LIBRARIES
CONSTITUTION OF THE ACADEMIC COUNCIL

As approved October 6, 2000
revised May 2014,
revised February 2021,
revised May 2021

1.0 FUNCTION OF THE COUNCIL

- 1.1. The function of the Academic Council shall be to make recommendations to the University Senate on academic matters and to make recommendations to the Dean of Libraries on any matters relating to the policies, operations and development of the Memorial University Libraries.
- 1.2. The Council may request reports from the Dean of Libraries, Associate Deans of Libraries, branch heads, division heads, and any currently constituted Library committees or task groups.
- 1.3. Notwithstanding the generality of the foregoing, the Council's deliberations should normally avoid operational details of individual units, unless they have broader significance within the Memorial University Libraries.

2.0 MEMBERSHIP OF THE COUNCIL

The membership of the Council shall be:

- 2.1. the Dean of Libraries, any Associate Deans of Libraries, and all other persons holding appointments as Librarian I, II, III, or IV;
- 2.2. the President and the Provost and Vice-President (Academic), or their respective delegates;
- 2.3. one undergraduate student nominated by the Memorial University of Newfoundland Students' Union [MUNSU], one undergraduate student nominated by the Grenfell Campus Student Union [GCSU], and one undergraduate student nominated by the Marine Institute Students' Union [MISU];
- 2.4. one graduate student nominated by the Graduate Students' Union [GSU];
- 2.5. one delegate from each of the Councils of other Faculties and Schools;
- 2.6. others whom the Council may decide to admit.

3.0 COMMITTEES OF THE COUNCIL

- 3.1. The Council shall establish such Standing Committees as it deems appropriate and determine the Terms of Reference of such committees.
- 3.2. The Terms of Reference of the Standing Committees of the Council shall be contained in the By-laws of the Academic Council of the Memorial University Libraries.
- 3.3. The Council shall have the power to establish ad-hoc committees and to delegate to these committees whatever functions it deems appropriate.

4.0 MEETINGS

- 4.1. Meetings of the Council shall be stated in the By-laws.

- 4.2. Twenty-five percent of the total voting membership of the Council shall constitute a quorum.

5.0 OFFICERS

Officers of the Council shall consist of the Dean of Libraries as Chair, an elected Vice-Chair, and an elected Secretary.

6.0 FORMAL LIAISON WITH OTHER COUNCILS

In the event that other Councils invite representatives from this Council, the Dean of Libraries or his or her delegate attend their meetings.

7.0 BY-LAWS

- 7.1. By-laws may be introduced and amended by a two-thirds majority of those present and voting in a legally constituted meeting, provided that the proposed By-law or amendment has been submitted in writing and circulated to all members not less than fourteen days prior to the meeting of the Council.
- 7.2. Notwithstanding the foregoing, the establishment of Standing Committees and the determination of amendments of their Terms of Reference, to be included in the By-laws under 3.2 above, shall be accomplished by a simple majority vote of the Council.

8.0 AMENDMENTS TO THE CONSTITUTION

- 8.1. Amendments to the Constitution shall require a two-thirds majority of those present and voting in a legally constituted meeting, notice of the proposed amendments at the previous meeting of the Council and circulation of the text to all members not less than twenty-one days prior to the meeting of the Council.
- 8.2. Amendments proposed by Council come into force after approval by Senate and the Board of Regents.

MEMORIAL UNIVERSITY LIBRARIES
BY-LAWS OF THE ACADEMIC COUNCIL
As approved December 6, 2002
revised June 2005, revised November 2005,
revised May 2010, revised May 2014

1.0 SCHEDULE OF MEETINGS

- 1.1. The Council shall meet each month from September to June.
- 1.2. Additional meetings of the Council may be held:
 - 1.2.1. at the request of the University Librarian;
 - 1.2.2. by a written request, which is signed by at least ten Librarians, to the Executive Committee of Council; or
 - 1.2.3. by a vote of the Council.
- 1.3. Matters shall be brought before the Council in sufficient time to permit discussion before decisions are made.

2.0 CONDUCT OF MEETINGS

- 2.1. Chair for Meetings of Council
 - 2.1.1. The University Librarian shall normally chair the meetings of Council.
 - 2.1.2. The Vice-Chair of the Council shall preside in the absence of the Chair.
 - 2.1.3. In exceptional circumstances, the University Librarian may delegate the Chair to another member of the Council.
- 2.2. The responsibilities of the person chairing the Council shall be as follows:
 - 2.2.1. to ensure orderly discussion including timely conclusion;
 - 2.2.2. to participate solely to deal with procedural matters and the regulation of discussion;
 - 2.2.3. to vote in the case of a tied vote, in which instance he/she shall cast the deciding vote;
 - 2.2.4. to ensure that, within assigned time limits, all persons wishing to speak on an issue are recognized, and that in any discussion recognition is accorded in preference to those who have not spoken; and
 - 2.2.5. to close discussion or rule a speaker out of order where appropriate. Such rulings shall be subject to appeal, and an appeal shall be sustained or denied by a majority vote of the Council.
- 2.3. Committee of the Whole
 - 2.3.1. Notwithstanding 2.1 above, the Council meeting may move to a committee of the whole.

2.3.2. While constituted as a committee of the whole, the Council shall be chaired by the elected member of the Executive Committee (i.e. Vice-Chair of the Council, Secretary or Chair of the Executive Committee).

2.3.3. In all other respects, the meeting of the Council in committee of the whole shall be conducted in the manner prescribed elsewhere in this article for the Council proper.

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

3.0 AGENDAS AND TIMELINES

3.1. Revisions to the agenda and extensions of the duration of Council meetings may be made by a majority vote of the Council.

3.2. Substantive issues raised from the floor of the 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.

3.3. The Council may request a report which is not on the agenda from any individual or group referenced in Clause 1.2 of the Constitution. This may be an immediate oral report or a written report for a subsequent meeting.

3.4. Agenda and Support Documentation

3.4.1. Members of the Council shall receive notice of the agenda and all supporting documentations for each session as least seven days prior to the date of the session.

3.4.2. Materials distributed after that time require a procedural motion for discussion.

3.5. Documents pertaining to urgent matters arising at short notice may be distributed electronically by the Executive Committee prior to noon of the day preceding the session.

3.6. Notices of motion shall normally be given one week in advance of an additional Council meeting call in accordance with By-Law 1.2.

4.0 ELECTIONS

4.1. Elections shall be held annually in May to fill the following positions for the coming academic year:

- > Elected Officers
- > Chair of the Executive Committee
- > Members of Standing Committees

4.2. Voting will be by ballot among all members of Council.

- 4.3. Mid-term vacancies in elected positions shall be filled to the end of the original term by a vote at a Council meeting.

5.0 REPRESENTATIVES FROM ACADEMIC COUNCILS AND STUDENT UNIONS

- 5.1. Notice shall be sent annually in August to the appropriate bodies (e.g. faculties, MUNSU, GSU) soliciting representatives for a period of one academic year.

6.0 STANDING COMMITTEES

- 6.1. The Standing Committees of the Council shall be the Executive Committee, the Committee on Committees, and the Committee on Research.

6.2. EXECUTIVE COMMITTEE

- 6.2.1. The Executive Committee shall be responsible for all aspects of the organization, conduct and agenda of Library Council meetings.
- 6.2.2. The Executive Committee shall ensure that current issues and activities are brought before the Council at appropriate times for discussion and decision, and that relevant documents are distributed to the members of the Council in a timely manner.
- 6.2.3. The Executive Committee shall consist of:
 - 6.2.3.1. the Officers of the Council (namely the University Librarian, the Vice-Chair, and the Secretary), one Association University Librarian, and the Chair of the Executive Committee;
 - 6.2.3.2. the Chair of the Executive Committee shall be a member of the Council.
- 6.2.4. The Secretary of Council shall be responsible for supervising the recording and distribution of the minutes of Council meetings.
- 6.2.5. The Executive Committee shall establish its own procedures, subject to the responsibilities which are prescribed elsewhere in these By-laws.
- 6.2.6. The Memorial University Libraries shall provide administrative and secretarial support to the Executive Committee.

6.3. COMMITTEE ON COMMITTEES

- 6.3.1. The Committee on Committees shall:
 - 6.3.1.1. prepare lists of nominees and conduct elections by secret ballot for:
 - 6.3.1.1.1. all elective offices and all positions on standing committees of the Council
 - 6.3.1.1.2. Promotion and Tenure, Search, and Review Committees;
 - 6.3.1.2. conduct such referenda by secret ballot as may be called by the Council on questions of concern;
 - 6.3.1.3. at the direction of the Council, prepare draft terms of reference of standing or ad-hoc committees of the Council, for approval by the Council; and

- 6.3.1.4. promulgate lists of all currently active committees of the Academic Council of the Memorial University Libraries, containing their current membership and terms of reference.
- 6.3.2. The Committee on Committees shall consist of the Secretary of the Council and two additional Librarians elected for a term of two years.
 - 6.3.2.1. The additional members' terms shall normally overlap by one year.
 - 6.3.2.2. Election to the committee shall normally occur in May (as per By-law 4), with new members commencing their duties in September
 - 6.3.2.3. The additional elected Librarian who is entering the second year of his/her term shall chair the Committee.
- 6.4. COMMITTEE ON RESEARCH
 - 6.4.1. The Committee on Research shall
 - 6.4.1.1. identify and promulgate information about current research and scholarly activities at [the] Memorial University Libraries;
 - 6.4.1.2. identify and disseminate major research trends in libraries;
 - 6.4.1.3. facilitate collaborative research; and
 - 6.4.1.4. foster research and scholarly activities, and create opportunities to disseminate associated outputs.
 - 6.4.2. The Committee on Research shall consist of five members.
 - 6.4.2.1. All members of the Committee shall be elected for a two-year term.
 - 6.4.2.2. Membership is staggered, with two members elected one year and three members elected in the alternate year.
 - 6.4.3. Election to the Committee shall normally occur in May (as per By-law 4), with new members commencing their duties in September.
 - 6.4.4. The Chair of the Committee shall be elected by the members of the Committee for a period of one year.

Updated 6 May 2014