

**UNIVERSITY OF ALBERTA MUSEUMS POLICY AND PLANNING COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

- a) A committee of the Provost and Vice-President (Academic), reporting to the Vice-Provost (Learning Services), to advise University administration and governance bodies, as appropriate or required, on matters relating to the University of Alberta Museums.
- b) To support the vision, values and objectives of the University of Alberta Museums.

2. TERMS OF REFERENCE

- a) To advise and make recommendations to the appropriate Vice-President(s) and other bodies, on any matters affecting teaching and research collections, including the acquisition/disposition, registration, cataloguing, preservation and exhibition of the University of Alberta Museums collections in order to ensure compliance with appropriate provincial, national and international standards of practice and legislation.
- b) To assess and recommend strategic and business plans related to the University of Alberta Museums.
- c) In conjunction with Museums and Collections Services, to be an advocate for the University of Alberta Museums.
- d) To assess and recommend funding strategies required to support the University of Alberta Museums.
- e) To study and recommend on the physical facilities provided and needed for the University's teaching and research collections.
- f) To review and recommend on policies related to the University of Alberta Museums.
- g) To support the Executive Director, Museums and Collections Services/University of Alberta Museums with compliance issues related to the policies governing the University of Alberta Museums.
- h) To receive, publicize and communicate annual reports from the Executive Director, Museums and Collections Services.
- i) To submit to the General Faculties Council, and other committees/bodies as appropriate, an annual report dealing with the discharge of its responsibilities.

3. COMPOSITION

Ex Officio Voting Members

Vice-Provost (Learning Services) and Chief Librarian

Executive Director, Museums and Collections Services

Chair, University of Alberta Museums Curators Committee

Elected Voting Members

Four members who are designated academic curators under the University of Alberta Museums and Collections Policy (2008) elected by the University of Alberta Museums Curators Committee. There shall be no more than one representative from any one registered collection, and no more than two from any one traditional discipline within a department.

Two members from either Continuing Academic Staff or Continuing Non-Academic Staff, elected by the General Faculties Council, who are not designated academic curators of registered University of Alberta Museums Collections.

One graduate student nominated by the Graduate Students' Association.

Appointed Voting Members

One undergraduate student

4. QUORUM

The quorum for the Committee shall be one-half the voting members (where there is an even number of voting members) or one-half plus one member (where there is an odd number of voting members).

Vacancies (but not absences) on the Committee are excluded when counting the voting members in order to establish the quorum, and the Committee Chair is counted as a voting member.

If a quorum cannot be obtained, the Chair should call the meeting to order and announce the absence of quorum.

In the event of an absence of quorum, the remaining members may choose:

- a) to adjourn the meeting; or
- b) to continue the meeting, in which case the minutes shall record that it was acting on business without a quorum being present; ratification will then be considered at the next meeting.

5. VOTING PROCEDURE

- a) It is standard practice for Committee decision-making and voting to take place in person during a meeting. However, from time to time it may be necessary to facilitate decision-making and voting by electronic means (e.g., electronic mail, voice mail, telecommunications).

- b) Minutes of meetings will be recorded by a Museums and Collections Services staff member.

6. CONDITIONS OF MEMBERSHIP

- a) Each elected, non-student member will serve for a three-year period (staggered) beginning 1 July and ending 30 June.
- b) Members elected by the Graduate Students' Association or representing undergraduate students will serve a term of one year, beginning 1 July and ending the following 30 June. Undergraduate students may serve to a maximum of two consecutive terms. Graduate students may serve to a maximum of three consecutive terms.
- c) Members on Study Leave will have the option of retaining membership on the Committee if they so desire, but must remain active.
- d) Members must maintain an active role on the Committee; absence from more than two successive meetings without just cause may result in the Chair requesting a replacement.
- e) Membership will be terminated prior to the end of the elected term, if the member is no longer eligible to represent the body that nominated him/her.
- f) Members elected by the Curators Committee can serve a maximum of two consecutive three-year terms, but must be re-nominated and re-elected for the second term.
- g) An academic curator who has completed two consecutive, three-year terms must wait a period of two years prior to standing again for election.

7. ELECTION OF CHAIR

- a) The Chair shall be elected by the members of the Committee from the continuing academic or non-academic members of the Committee.
- b) The Chair will serve a two-year term of office, to a maximum of two consecutive terms.
- c) In the absence of the Chair, the Committee members shall appoint an Acting Chair from the continuing academic or non-academic members of the Committee for a period of time deemed appropriate by the Committee.