

**UNIVERSITY OF ALBERTA MUSEUMS CURATORS COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

To fulfill an advisory role to the University of Alberta Museums Policy and Planning Committee on all matters affecting the University of Alberta Museums.

2. TERMS OF REFERENCE

- a) To provide a medium for designated academic curators and associated staff of the University of Alberta Museums to exchange information and techniques with their colleagues at the University of Alberta and with other bodies concerned with similar collections.
- b) To review and recommend policy and planning documents as received from the University of Alberta Museums Policy and Planning Committee, and Museums and Collections Services.
- c) To suggest and participate in training opportunities as facilitated by Museums and Collections Services.
- d) To receive nominations and elect members to the University of Alberta Policy and Planning Committee.
- e) To nominate and elect a Chairperson from its membership.
- f) To review periodically the terms of reference and composition of the committee.

3. COMPOSITION

- a) Voting membership shall include all academic curators, as designated by their department under the University of Alberta Museums and Collections Policy (2008).
- b) Attendance at meetings shall be open to faculty, collections staff, students and Museums and Collections Services staff.
- c) Members on extended leave may appoint an alternate by advising the Chair. In order to vote at meetings, acting academic curators must be designated by the Chair of their department.
- d) The Executive Director, Museums and Collections Services, shall serve as an ex-officio member of the committee.
- e) The Committee shall meet at least once per year.
- f) Nominations of Curators to the Policy and Planning Committee will take place prior to June 30.

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

4. QUORUM

- a) Ten voting members will constitute a quorum.
- a) If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum.
- b) In the event of an absence of quorum, the remaining members may choose:
 - i) to adjourn the meeting; or
 - ii) 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, tele-conference).

6. ELECTION OF CHAIR

- a) Nominations and election of the Chair will take place prior to June 30.
- b) The Chair shall be elected by the members of the Committee from its membership.
- c) The Chair will serve a three-year term of office, to a maximum of two consecutive terms.
- d) In the absence of the Chair, the Committee members shall appoint an Acting Chair.

Curators Committee Terms of Reference
Revised November 2012
Approved: December 10, 2012