

**UNIVERSITY OF ALBERTA MUSEUMS
RETURN OF CULTURAL PROPERTY COMMITTEE**

**AN AD HOC COMMITTEE OF THE UNIVERSITY OF ALBERTA MUSEUMS
POLICY AND PLANNING COMMITTEE**

TERMS OF REFERENCE

1. PURPOSE

To guide the University of Alberta's process of responding to requests for the return of cultural property.

The return of cultural property involves the process of restoring or returning objects to the culture, nationality or country of origin. Repatriation can be requested by representatives of the object's culture, nationality or country or it can be initiated by the museum. The process can be undertaken on legal and/or moral grounds.

The Return of Cultural Property Committee will function as an ad hoc committee dealing with requests on a case-by-case basis as per the Return of Cultural Property and Repatriation of Museum Objects Procedure.

2. TERMS OF REFERENCE

- a) To advise and make recommendations to the University of Alberta Museums Policy and Planning Committee on any return of cultural property matters affecting the University of Alberta Museums. The University of Alberta Museums Policy and Planning Committee will review approve these recommendations which will then be forwarded to the Provost and Vice-President (Academic) who must give final approval on behalf of the Board of Governors.
- b) To review and make recommendations on policies, guidelines and procedures relating to the University's return of cultural property process.
- c) To review the status of new, active and/or dormant return of cultural property requests, as required.
- d) To support Museums and Collections Services with compliance issues related to the policies governing the University's return of cultural property process.
- e) To meet as required.

3. COMPOSITION

Members of the University of Alberta Museums Return of Cultural Property Committee will be chosen for their knowledge and understanding of return of cultural property-related issues, and current University mandate and strategic initiatives. Recommendations related to the University's return of cultural property process require personal judgement and objectivity as well as knowledge.

Ex-officio (Voting)

Executive Director, Museums and Collections Services (Committee Chair)
Chair, University of Alberta Museums Policy and Planning Committee
Associate Director, Museums and Collections Services or designate

Appointed (Voting)

Up to two representatives from the department with the Registered Collections holding the requested objects

Up to two representatives from other University of Alberta units relevant to the request

One representative from senior University of Alberta administration relevant to the request

One representative, Museums and Collections Services, as necessary.

Non-voting

Museums and Collections Services will provide a recording secretary.

Representatives from other University of Alberta units as applicable

4. QUORUM

One-half of the voting members (where there is an even number) or one-half plus one of the voting members (where there is an odd number). Vacancies (but not absences) on the Committee are excluded when counting the voting members in order to establish quorum.

5. VOTING PROCEDURE

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).

6. CONDITIONS OF MEMBERSHIP

- a) Members must be designated by the Chair/Director of their department.
- b) Each member will serve a two-year term on a rotational basis, beginning 1 July and ending 30 June, with the possibility of renewal.
- c) 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.
- d) Members on study leave will have the option of retaining membership on the Committee if they so desire, but must remain active.
- e) Membership will be terminated prior to the end of the appointed term, if the member is no longer eligible to represent the department that appointed him/her.