
TERMS OF REFERENCE

MLIS External Program Advisory Committee (MEPAC)

Drafted by Kenneth Gariepy, SLIS Director

Approved Nov. 24, 2023

0.0 Background & Context

The generally and historically accepted status of SLIS School Council as a quasi-faculty council under the *Post-secondary Learning Act* ceased July 1, 2023. This coincided with the change in the School's status from an academic to an administrative unit¹, which followed the dissolution of departments within the Faculty of Education effective July 1, 2022.

In this context, and in keeping with the requirements of [accreditation](#), which emphasize that “the program’s mission and goals, both administrative and educational, are pursued, and its program objectives achieved, through implementation of an ongoing, broad-based, systematic planning process that involves the constituencies that the program seeks to serve,”², the School is permitted to establish a program advisory committee to replace School Council.

1.0 Mandate

The MLIS External Program Advisory Committee (MEPAC) is a committee of constituents that advises the School of Library & Information Studies on matters relevant to the Master of Library & Information Studies and its accreditation by the American Library Association’s [Office for Accreditation](#).

2.0 Composition

Meetings are open to members only.

¹ The changes were approved on the consent agenda of the General Faculties Council meeting of [May 29, 2023](#).

² American Library Association, Office for Accreditation. (2019). *Standards for accreditation of master’s programs in Library and Information Studies*. https://www.ala.org/educationcareers/sites/ala.org/educationcareers/files/content/standards/Standards_2019_ALA_Council-adopted_01-28-2019.pdf

2.1 Ex officio members with voting privileges

- Dean of the Faculty of Education
- Director of the School of Library & Information Studies (or equivalent)
- All members of academic staff teaching full-time in the MLIS program, drawn from SLIS Academic Committee (AC). At the University of Alberta, academic staff is interpreted to mean all continuing academic staff in Category A1.0 (GFC 28 NOV 1988) (EXEC 19 MAR 1998):

Category A1.0 Continuing

- A1.1 (Faculty) (continuing) / Tenure-track; teaching, research; Council-AAS: UA (Faculty) Agreement
- A1.2 Administration & Professional Officers (continuing) / Tenure-track; professional, managerial; Council AAS: UA (APO) Agreement
- A1.3 Faculty Service Officers (continuing) / Tenure-track; professional, technical; Council AAS: UA (FSO) Agreement
- A1.4 Librarians (continuing) / Tenure-track; professional, managerial; Council AAS: UA (Librarian) Agreement
- A1.5 Soft-tenure Faculty (continuing) / Soft-tenure-track; research, teaching; Council AAS: UA Agreement (Faculty)
- A1.6 Part-time (continuing) Counterparts to A1.1 – A1.5 / Tenure-track; appropriate Council AAS: UA Agreement (Half-time or greater FTE).

2.2 Temporary staff (ATS and Adjunct Faculty members)

One voting member shall be appointed by the Chair for a one-year term, observing the recommended ratio of one Academic Teaching Staff (ATS, Category A2.1) per 25 full-time, continuing faculty (Category A1.1) (EXEC 01 MAR 1999). This voting member shall represent all ATS instructors and teaching adjunct faculty members appointed for the current academic year.

2.3 Additional members with voting privileges

- University (Chief) Librarian or designate
- Chief Executive Officer of the Edmonton Public Library (EPL) or designate
- Provincial Archivist or designate
- President of ARMA, Edmonton Chapter, or designate
- Director, Public Library Services Branch, or designate

2.4 Students and Alumni with voting privileges

- President of the Library & Information Studies Alumni Association or designate
- President of the Library & Information Studies Students Association (LISSA)
- Vice-president of LISSA
- One student from the on-campus learning stream of the MLIS program, elected by LISSA, for a term of two years
- One student from the online learning stream of the MLIS program, elected by LISSA, for a term of two years
- One doctoral student from the Interdisciplinary PhD program that is offered in conjunction with SLIS

2.5 Additional Representatives from University of Alberta Faculties with voting privileges

- Education Student Services Graduate Administrator providing support to the MLIS program
- One full-time faculty member from the Master of Arts in Digital Humanities program, appointed by the Dean of Arts, for a term of two years
- One full-time faculty member from the Faculty of Education, elected by Faculty members, for a term of two years
- Associate Dean, Master of Business Administration, or designate

2.6 Non-voting members

- Academic Teaching Staff teaching in the MLIS program in the current academic year
- Adjunct faculty members appointed for the current academic year
- Subject/liaison Librarian for Library & Information Studies, University of Alberta Libraries
- President of the Greater Edmonton Library Association or designate
- President of the Library Association of Alberta or designate
- Secretary (SLIS Program Assistant or equivalent)

3.0 Officers

The officers of the Committee are the following (or their equivalents).

- Director of SLIS (Chair)

- Academic Faculty Manager supporting SLIS

4.0 Administrative Support

The SLIS Program Assistant (or equivalent) shall serve as Secretary by providing administrative support to the Committee, including the preparation, distribution, and archiving of agendas and minutes.

5.0 Guests

Guests shall be invited only by the Chair but are not eligible to vote. Guests may be present for part or all of the meeting.

6.0 Quorum

Quorum for the MLIS External Program Advisory Committee shall be more than half of the voting members.

7.0 Meetings

The Committee shall meet a minimum of once per academic year, with additional meetings at the discretion of the Chair. At least one month before a meeting, the Secretary shall e-mail notice of the meeting to all members. The agenda package shall be distributed to members in a timely manner.

Meetings shall normally be held in hybrid format, meaning that members may attend either face-to-face or by Internet videoconference. Members who participate in a meeting by either means are deemed to be present at the meeting for quorum and voting.

8.0 Responsibilities

As an advisory body, the Committee's primary responsibility is to provide collegial advice, feedback, and suggestions about the following.

- Major and minor changes to the MLIS program
- Major and minor changes to courses within the MLIS program
- New course proposals for the MLIS program
- Course discontinuations for the MLIS program
- Proposals for new programs that ladder into the MLIS program
- Mission, goals, and objectives of the School and the MLIS program

9.0 Procedures

Meetings of the Committee shall be conducted in accordance with the Bylaws of Procedure formally approved by it.

10.0 Approval

These terms of reference approved <DATE>.

**Bylaws of Procedure for the
MLIS External Advisory Committee (MEPAC)**

Drafted by Kenneth Gariepy, Chair

Approved <DATE>

0.0 Preamble

The MLIS External Program Advisory Committee procedures are adapted from those established by General Faculties Council (GFC). GFC voted against adopting *Robert's Rules of Order*. Instead, GFC is governed by precedent, and, in situations not covered by precedent, it is guided by the Chair, whose rulings are subject to challenge. Relevant sections of GFC policy concerning rules of meetings and adapted for the use of the MEPAC are identified below (see GFC 28 OCT 1974).

1.0 Membership

1.1 Chair

The Director of the School (or equivalent) shall chair the MLIS External Program Advisory Committee.

1.2 Temporary Staff (ATS & Adjunct Faculty)

One voting member shall be appointed by the Chair for a one-year term, observing the recommended ratio of one Academic Teaching Staff (ATS, Category A2.1) per 25 full-time, continuing faculty (Category A1.1) (EXEC 01 MAR 1999). This voting member shall represent all ATS instructors and teaching Adjunct Faculty members for the current academic year.

1.3 Vacancies

In the case of a vacancy in membership, which may occur during the year, a new member from the appropriate constituency shall be appointed by the Chair to fill the unexpired term.

2.0 Meetings

Meetings of the MEPAC are open to members and specific guests.

2.1 Guests

Specific guests may be invited by the Chair to attend and speak to certain agenda items. Members who wish a guest to be invited for a given agenda item shall inform the Chair well in advance of the meeting date and in time for this to be recorded in the agenda. Non-participating observers may attend meetings subject to the will of the Committee and at the discretion of the Chair. (CFGSR 1991/3/15)

2.2 In Camera

In camera may be used to describe a closed meeting (non-members not permitted) that covers information not reflected in the minutes and not available to the public. Such sessions may discuss personnel, financial, or other sensitive decisions that must be kept secret (for example, a strategic change which the faculty does not yet want the public to know about). (EFC Feb 2 2010)

2.3 Duration

The agenda for MEPAC meetings shall be set in the expectation that the meeting will not exceed three hours in length. If this time is exceeded, the meeting shall be immediately adjourned unless the Chair and a majority vote of members present agree to an extension. (CFGSR 1991/3/15)

3.0 Voting

3.1 Members

Voting members may participate in discussions and may move, second and vote on motions (EFC Jun 8 2010). Voting members on leave or secondment shall retain all voting rights and membership responsibilities pertaining to MEPAC Committee while on leave.

3.2 Voting Responsibilities

All voting members of the MEPAC are responsible for thoroughly examining issues before meetings and voting as they judge fit on such issues. (EFC Feb 2 2010)

3.3 Voting Procedures

When every member who wishes to speak on a motion has done so, the Chair shall call the vote. Voting during meetings shall normally be conducted by a show of hands and/or voice unless some other method is decided upon by motion. This procedure applies regardless of in-person or virtual attendance.

Voting shall be by majority vote except on a 'Motion to Rescind' without previous notice, when a two-thirds vote of those present is required. (EFC Feb 2 2010)

Each voting member of the Committee shall have one vote.

3.4 Proxy Voting

Proxy voting is not permitted for meetings of the the MLIS External Program Advisory Committee.

3.5 Electronic Voting

Electronic voting by email, Google Form, or other means is permitted, as required. Voting on motions during a meeting shall take place as described in §3.3 "Voting Procedures." Electronic voting conducted after a meeting is adjourned must be completed within a reasonable timeframe and before the next scheduled meeting.

3.6 Tie Votes

The Chair shall normally vote only in the instance of a tie vote. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative and is defeated if the Chair votes in the negative. (EFC Feb 2 2010)

3.7 Voting results

The results of all votes taken at meetings shall be announced by the Chair or Secretary. The results of votes (i.e., exact number of votes in favour, opposed, or abstained) shall not be recorded in the minutes. (EFC Feb 2 2010)

4.0 Guests

Guests may be invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010).

5.0 Agenda

5.1 Responsibility for the Agenda

The authority to decide which items are to appear on a MEPAC agenda resides with the Chair.

Agenda items, including the wording of proposed motions (if applicable) shall be submitted in written form and delivered to the Secretary of the Committee no later than seven (7) working days in advance of the meeting for which the item is being submitted.

5.2 Conducting Business

At least the following business shall be observed by the Chair as necessary at regular meetings. The order of the agenda is at the discretion of the Chair.

- Approval of the agenda
- Approval of minutes of the previous meeting
- Continuing business
- New business
- Reports from Officers
- Reports from members
- Information items

5.3 Agenda Approval

Approval of the agenda requires a majority vote.

When the Agenda is being approved, the Chair will entertain a request to change the order, for specified reasons. (EFC Feb 2 2010)

New items cannot be introduced at MEPAC meetings except by a two-thirds vote of those present. In cases where the Chair or Secretary has been informed in advance of a request to add a new item, the proposal shall be circulated, time permitting, to members. (EFC Feb 2 2010)

5.4 Agenda Distribution

The agenda and supporting documents for all meetings shall be distributed by electronic means at least five (5) working days before the meeting is to be held.

6.0 Minutes

Minutes of the previous meeting shall be approved as submitted or approved as amended by a motion. (EFC Feb 2 2010)

Minutes include matters raised, the actions taken, and a summary of what was said. They shall include the date of the meeting and names of members present.

The record of discussion shall reflect fully the basis of decisions. (EFC Feb 2 2010)

Minutes of meetings shall indicate what further action may be called for on any matter discussed.

Original agendas and supporting documents are archived for historical reference. MEPAC agendas, minutes, and memberships shall be made available to the public. (EFC Feb 2 2010)

7.0 Action Summaries

Action summaries of the previous meeting shall be approved as submitted or amended by a motion. Action summaries shall record only matters raised and the actions taken, not what was said.

Action summaries shall include the date of the meeting and the names of members present. The record of discussion shall reflect fully the basis of decisions (EFC Feb 2 1010). Action summaries shall indicate what further action may be called for on any matter discussed.

Draft action summaries will be distributed electronically within two weeks of meetings to all members. Original agendas and supporting documents shall be archived for historical reference. MEPAC agendas, action summaries, and membership shall be made available to the public (EFC Feb 2 2010).

8.0 Motions

A motion is a formal proposal that the assembly take certain action. To make a motion, a member must obtain the floor, that is, the member must be recognized by the Chair. (In the interest of clarity, it is advisable to write out a motion in advance. Giving a copy to the Secretary usually expedites business.) The member making a motion will be invited by the Chair to speak first in any ensuing debate. (EFC Feb 2 2010)

A motion must be seconded. A second merely implies that the seconder agrees that the motion should be debated and not that the seconder necessarily favours the motion. If no

seconder is found, the motion is dead and the meeting moves on to other business. (EFC Feb 2 2010)

9.0 Notice of Motion

A Notice of Motion is a method of informing the membership in advance of the intention to make a specific motion. When Notice of Motion has first been given at a MEPAC meeting, the Chair will decide whether it is appropriate that such a motion be placed on the agenda of the next meeting. (EFC Feb 2 2010)

10.0 Amendment to a Motion

An amendment is a subsidiary motion. It is used to modify the wording and, within certain limits the meaning, of a pending motion before the pending motion itself is voted upon. Its adoption does not adopt the motion thereby amended, and its rejection leaves the pending motion unaltered. (EFC Feb 2 2010)

The amendment must be germane; that is, it must be closely related to, or have bearing on, the subject of the motion. No new subject can be introduced under the pretext of being an amendment. (EFC Feb 2 2010)

An amendment must be seconded and is debatable. Such debate must be confined to the desirability of the amendment and must not extend to the merits of the motion to be amended, except as may be necessary to determine whether the amendment is advisable. (EFC Feb 2 2010)

An amendment can be amended, by a motion to amend the amendment. A majority vote is required. (EFC Feb 2 2010)

The mover with the consent of the seconder may incorporate a 'friendly' amendment into the main motion if the mover and seconder of the amendment are agreeable. The Chair has discretion to adjudicate challenges to the status of the friendly amendment. (EFC Feb 2 2010)

11.0 Motion to Table

A Motion to Table enables the MEPAC to lay aside the pending question until some future time. A Motion to Table must be seconded, cannot be debated, and requires a majority vote. The mover may make a brief statement on what information they believe would be necessary to lift an item from the table, followed by the proposer of the original item, who may make a brief comment to the Academic Committee on the impact of tabling the motion. (EFC Feb 2 2010)

12.0 Motion to Take From Table

A Motion to Take from the Table is a motion to bring back before the MEPAC the matter laid aside. Such a motion must be seconded, cannot be debated, and requires a majority vote. (EFC Feb 2 2010)

13.0 Motion to Reconsider

A Motion to Reconsider enables the Committee, within a limited time, to bring back for further consideration a motion that has already been voted on. The effect of a Motion to Reconsider is to restore proceedings to the point immediately prior to the vote to which it applies. (EFC Feb 2 2010)

A Motion to Reconsider must be brought forward at the same or next meeting, after which Motion to Rescind procedures must be followed. (EFC Feb 2 2010)

A Notice of Motion to Reconsider must be provided with at least ten (10) working days' notice if the Motion to Reconsider does not take place at the same meeting. (EFC Feb 2 2010)

A Motion to Reconsider must be seconded and is amendable. (EFC Feb 2 2010)

A Motion to Reconsider is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A simple majority vote is required. (EFC Feb 2 2010)

An approved Motion to Reconsider suspends action on the original motion to which it applies until the original motion has been decided upon. (EFC Feb 2 2010)

A motion can be reconsidered only once. (EFC Feb 2 2010)

A motion which has already been acted upon cannot be reconsidered. (EFC Feb 2 2010)

14.0 Motion to Rescind

A Motion to Rescind is the motion by which a previous act or order can be cancelled or reversed. (EFC Feb 2 2010)

A Motion to Rescind is only used when a Motion to Reconsider is out of time. (EFC Feb 2 2010)

A Motion to Rescind must be seconded, and is amendable. (EFC Feb 2 2010)

A Motion to Rescind is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A Motion to Rescind requires a Notice of Motion provided to Committee membership with at least ten (10) working days notice. A two thirds majority vote of those present is required. (EFC Feb 2 2010)

15.0 Motion to Adjourn

A Motion to Adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable and requires a majority vote. (EFC Feb 2 2010)

16.0 Debate Procedures

16.1 Interrupting a Speaker

A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order. A speaker may not be interrupted because the listener does not agree with what is being said. (EFC Feb 2 2010)

16.2 Calling the Question

Calls of "Question!" by members from their seats are informal expressions of individual members' desires to proceed to a vote on the matter under discussion. (Such calls are disorderly if made while another member is speaking.) Upon hearing such a call, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, eligible members will then vote on this motion and proceed accordingly. (EFC Feb 2 2010)

16.3 Challenging the Chair

The Chair may allow debate on a point of order before making a ruling. The Chair should state the basis on which such a ruling is made and no debate thereon is permitted. When the Chair rules on a question of procedure, any member may rise and state to the Chair, "I respectfully appeal to the SLIS Academic Committee from your ruling."

The Chair will respond by stating, “The Committee has heard the ruling of the Chair. The question is: Shall the ruling of the Chair be sustained?” This issue is then put to a vote. (EFC Feb 2 2010)

16.4 Committee of the Whole

Debate should be either for or against a motion. However, an issue may arise which is not so clear-cut or for which the rules may seem to be a hindrance. In such a case, a motion that the MLIS Program External Advisory Committee resolve itself into a Committee of the Whole may be made. If carried, the visitors are asked to leave the Chamber, the Chair steps down and another Chair is appointed or elected for the duration of the meeting of the Committee of the Whole. Minutes are not taken and members may speak more freely and informally. (EFC Feb 2 2010)

A motion need not be seconded in order to be discussed. (EFC Feb 2 2010)

When the Committee of the Whole reaches agreement, a motion is made “that the Chair rise and report,” upon the adoption of which motion the Committee of the Whole is dissolved, the Chair of Academic Committee resumes the Chair and the Chair of the Committee of the Whole reports to the Chair of Academic Committee on the action taken by the Committee of the Whole. (EFC Feb 2 2010)

16.5 Special Debate

Special debate can be declared by the Chair in cases where there is very active debate that is monopolized by a few speakers, but multiple participants wish to speak. In a special debate, no member may speak for a second time until the Chair is satisfied that all those wishing to speak for the first time have done so. (EFC Feb 2 2010)

16.6 Point of Order

It is the right of every member who notices a breach of the rules of the Committee to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. If the Chair, being in doubt, refers the point of order to the judgement of the Committee, it thereby becomes debatable. (EFC Feb 2 2010)

A Point of Order is the only time when a member is allowed to interrupt a speaker who has the floor. (EFC Feb 2 2010)

A Point of Order does not require a seconder, it is not debatable (except in the circumstance noted above), it is not amendable, and cannot be reconsidered. (EFC Feb 2 2010)

A Point of Order should not be raised which has nothing to do with procedure and is merely a tactic to say something which would not normally be allowed. (EFC Feb 2 2010)

17.0 Committees

The MLIS Program External Advisory Committee may delegate authority to a subcommittee or ad hoc committee, but these shall be responsible and report to the MEPAC, unless otherwise approved. Any decisions made by subcommittees or ad hoc committees shall be reported to the MEPAC for appropriate consultation and/or action, as appropriate.

18.0 Secretary of MLIS Program External Advisory Committee

The Secretary of the MEPAC shall be a non-academic staff member designated by the Chair. The Secretary shall be a non-voting member of the Committee.

The following are the main duties of the Secretary of the SLIS Academic Committee.

- Arranging all meetings, preparing agendas, and ensuring that comprehensive documentation, including an outline of the issues, is distributed
- Ensuring that minutes concerning all meetings of the MEPAC are archived and available
- Liaising with other university governance bodies and providing information and support pertaining to governance matters, as required.

19.0 Amendments

19.1 Amendments of Bylaws

These Bylaws may be amended at any regular meeting of the Committee by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous meeting.

19.2 Amendment of Terms of Reference

These terms of reference may be amended at any regular meeting by a simple majority of those present and voting, prior to which there has been five (5) working days notice of the proposed amendment before the meeting.

19.3 Review of Terms of Reference

These terms of reference will be reviewed every three years or sooner, as required.

20.0 Impeachment

No member of the MLIS External Program Advisory Committee, its subcommittees, or its ad hoc committees can be impeached. (EFC Feb 2 2010)

21.0 Approval

These Bylaws of Procedure approved <DATE>.