November 16, 2007

To the Arts Executive,

Enclosed is a copy of the Arts Library Committee By-Law submitted for approval by the Arts Executive. The only clause in question was #3.2 which I forwarded to the University Secretary who noted that it was acceptable as it stood.

Respectfully yours,

Original signed by

Henry Heller
Chair
Arts Library Committee
ARTS LIBRARY COMMITTEE BY-LAW

1. Meetings:
   1.1 The Arts Library Committee shall meet regularly at least twice each academic year.
   1.2 Additional meetings may be called at the request of the chair or at the request of three members.

2. Quorum:
   2.1 The quorum shall be eight members.
   2.2 If a quorum is not met the executive committee can act on behalf of the full committee in accordance with 4.3.3 below.

3. Elections:
   3.1 The committee shall send two representatives to the Senate Library Committee, one of whom shall be the chairperson.
   3.2 The committee shall, by secret ballot, elect the chairperson and the second representative to the Senate Library Committee from among the members of the committee for a term of two years.
   3.3 Nominations to these two positions will be proposed and received by a nominating committee to be duly established by the Arts Library Committee.

3.3 The whole Library Committee will elect members to the Senate Library Committee and Dafoe Users Committee. Ordinarily, those elected to the Arts Library Executive Committee will be the representatives on the Dafoe Library Users Committee.

4. Executive Committee:
   4.1 The Executive of the Arts Library Committee shall consist of the chairperson, the other representative to Senate Library Committee, one representative of the Library staff, and two other members of the Arts Library Committee to be elected by the committee as a whole.
   4.2 The meetings of the Executive may be called on the request of the chairperson or any two members of the Executive.
   4.3 The functions of the Executive of the Arts Library Committee shall be:
4.3.1 To prepare the agenda for Arts Library Committee meetings.

4.3.2 To prepare recommendations for ratification by the Arts Library Committee.

4.3.3 To act on behalf of the Arts Library Committee under circumstances in which it would be impossible to seek the advice of the Committee as a whole. Such action should be reported to the Arts Library Committee at the earliest opportunity.

4.3.4 To perform any other function which may be explicitly or implicitly delegated to it by the Arts Library Committee according to the exigency of any particular situation.

Reviewed by the Arts Library Committee October 24, 2006
Revised by the Arts Library Committee January 30, 2007
Approved by the Arts Executive Committee December 6, 2007