



## Toronto Public Library E-Book Working Group

### **Terms of Reference**

#### **1. Mandate**

The mandate of the Working Group is to:

- provide leadership in the development and oversight of advocacy strategies that:
  - a. encourages Canadian and multinational publishers to sell e-content to public libraries under reasonable terms;
  - b. informs the public about the restrictions public libraries face in making e-content available for borrowing;
- receive the results of advocacy strategies for review and additional input;
- report its activities and recommendations to the Board. Working Group decisions are not binding on the Board.

#### **2. Membership**

- The Working Group membership consists of up to five (5) Board members who express an interest.

#### **3. Chair**

- The Working Group will elect the Chair at its first meeting.

#### **4. Agenda and Minutes**

- Notice of meetings will be forwarded at least three (3) clear days in advance of the meeting;
- The agenda and minutes of Working Group meetings will be kept in accordance with the Board Procedural By-law;
- Minutes of meetings will be approved at the subsequent meeting of the Working Group;
- Minutes of the last meeting of the Working Group as constituted will be approved at the first meeting of the new Working Group membership is confirmed.

#### **5. Schedule of Meetings and Timeframe**

- The Working Group will meet on an as-needed basis;
- All members of the Library Board will be notified of, and may attend, all Working Group meetings;
- The Working Group will function until the completion of the advocacy strategies.

## **6. Procedural Rules**

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
  - quorum is three members;
  - there is no time limit for meetings; and
  - the rules for Informal Consideration will apply, that is:
    - a motion does not need to be seconded;
    - the number of times a Committee Member may speak is not limited;
    - no Member may speak more than once until every member who wishes to speak has spoken.

## **7. Public and Closed Sessions**

- All meetings of the Working Group are open to the public. A meeting or part of a meeting may be closed to the public if the subject is a confidential matter in accordance with Section 24 of the Library Board Procedural By-law;
- Before holding a meeting or part of a meeting that is closed to the public, the Chair shall state by resolution the fact of the holding of the closed meeting, and the general nature of the matter to be considered at the closed meeting;
- No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure.

Date: January 20, 2014