

**Terms of Reference
e-HLbc Steering Committee
As approved October 30 2006, and as updated June 2009**

Name: The Electronic Health Library of British Columbia (e-HLbc), a project of the British Columbia Academic Health Council.

**Corporate Office: BC Academic Health Council
#402 – 1770 West 7th Avenue
Vancouver, B.C.
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Vision:

1. The e-HLbc is built around the vision of providing the entire British Columbia academic and health care community with province-wide, consistent, high quality, cost effective and easily accessible health library electronic resources and services that will support and improve practice, education and research.

Purpose:

2. The e-HLbc is a forum for collaboration, support, training and sharing of information resources and services that will foster cross-sectoral collaboration in the selection, acquisition and management of British Columbia's e-library health information resources.

Full Membership:

3. Full membership in the e-HLbc Steering Committee is open to members of the British Columbia Academic Health Council and the British Columbia College of Physicians and Surgeons and;

4. Whose organization has appropriate library and technical infrastructure to deliver and safeguard electronic information products licensed by the project and;

5. Whose organization demonstrably supports the Vision and Purpose of the eHLbc and;

6. The payment of fees to support the costs of information and training products licensed by the e-HLbc and any other fees assessed and levied from time to time by the Steering Committee.

7. Application may be made to the Management Committee of the e-HLbc, who will assess the suitability of the applicant to participate in the activities of the e-HLbc.

8. Members may withdraw by 90 days written notice to the Management Committee at the corporate offices of the British Columbia Academic Health Council. Such withdrawal does not relieve the member of any financial obligations prior to such withdrawal.

9. The membership of any member of the eHLbc may be terminated by the Steering Committee for failure to meet terms and conditions of negotiated licenses for information services or; failure to pay assessed fees approved by the steering committees, or; failure to support the vision and purpose of the e-HLbc. Membership may be withdrawn by a Special Resolution of the Steering Committee. Prior notice must be given 30 days in advance of a duly constituted meeting. The Special Resolution must pass by a three quarters majority of the members attending the meeting.

10. Full members will be entitled to representation on the Steering Committee.

Affiliate membership:

11. Other public health care organizations and educational institutions may access e-HLbc services for a fee providing that they share the Vision and Purpose of e-HLbc and can demonstrate suitable infrastructure to deliver and safeguard licensed resources. Affiliate members will not have representation on the steering committee and may be subject to alternative fee schedules for services.

Meetings:

12. Meetings of the Steering Committee will be held at least once a year and as frequently as required to conduct the business of the e-HLBC.

13. Once a year, a meeting will be designated by the Co-chairs as the Annual General Meeting.

14. Meetings will be called by the Co-chairs of the e-HLbc with due notice to the members of not less than 30 days.

15. Meetings will be conducted and chaired by the Co-chairs of the e-HLbc.

16. Proceedings will be driven by consensus, with the exception of financial resolutions, membership resolutions, By-law amendments and the election of officers.

17. Members of the Steering Committee may attend meetings in person, by audio conference, by video conference or by any other multi-media conferencing platform employed by the British Columbia Academic Health Council.

18. Quorum for meeting Steering Committee meetings shall be 51 per cent of Steering Committee representatives in good standing.

Officers:

19. The e-HLbc Steering Committee will be chaired by the two elected Co-chairs.
20. The e-HLbc Co-chairs will be elected from the Steering Committee at large.
21. One will be selected from the Academic Library members, the other from the Health Sector Library members.
22. One Co-chair will be elected during the each annual general meeting of the Steering Committee, alternating each year between the Academic and Health sectors providing effective continuity from year to year.
23. Co-Chairs will serve for two years, and may seek re-election.
24. Nominations and elections shall be conducted by a volunteer from the Steering Committee. Where there are multiple candidates, a simple majority will decide the election.
25. Co-chairs of the e-HLbc will chair both the Steering Committee and the Management Committee and may represent the e-HLbc publicly on behalf of the membership.

Representation:

26. All Full Member institutions of the e-HLbc are represented on the Steering Committee. Each member institution has one representative, generally the institutional officer charged with the management of the library. Institutions will select their representatives to the Steering Committee and advise the e-HLbc in a timely manner.
27. Representation is contingent on the Full Member remaining in good standing with the e-HLbc.

Management Committee:

28. The Steering Committee will elect representatives from its membership to serve on the Management Committee, the operating body of the e-HLbc. Representation will include three members from the academic libraries, three members from health libraries and one member as appointed by the BC Academic Health Council. The Steering Committee delegates the responsibility for the normal operations of the e-HLbc to the Management Committee. The Management Committee is accountable to the Steering Committee. The elected Co-chairs of the Steering Committee will also chair the Management Committee. The Management Committee will be elected to provide continuity throughout the project contract term – three years. If a Management

Committee member steps down during the project contract term, the Steering Committee will elect a new member to appropriately address the vacancy.

Task Committees:

29. From time to time, volunteer task committees may be established by the Management Committee, with the participation of volunteers from the Steering Committee to execute specific tasks as necessary. These tasks may include, but are not limited to marketing, training and vendor negotiations. Task Committees will operate under the direction of the Management Committee. The Task Committee shall be bound by terms of reference drafted by the Management Committee and shall report their activities and recommendations to the Management Committee in a timely manner.

Voting rights:

30. Each member of the Steering Committee is entitled to one vote. As this is an consensus driven organization members are encourage to participate actively on the Steering Committee. There is no proxy vote mechanism.

Financial Year:

31. The financial year shall be aligned with that of its parent body, the British Columbia Academic Health Council.

Finances:

32(a) . Major financial decisions, such as but not limited to, the annual operating budgets, fee structures and membership levies will be passed by a Special Resolution of the Steering Committee. Prior notice must be given 30 days in advance of a duly constituted meeting. The Special Resolution must pass by a three quarters majority of the members attending the meeting.

32(b). The Management Committee may be required to make significant financial decisions in a timely manner to advance the mission and purpose of the e-HLbc. These decisions will be presented at the next Steering Committee for ratification.

By-law amendments:

33. These By-laws may be amended from time to time through a Special Resolution of the Steering Committee at a duly constituted meeting. A Special Resolution will require 30 days notice to the Steering Committee. The Special Resolution must pass by a three quarters majority of the members attending the meeting.