MDLP Planning and Development Committee
Terms of Reference

Preamble
The Multitype Database Licensing Program (MDLP) partners agreed to hire an external consultant to review the program at the May 2017 Annual General Meeting (AGM). The consultant’s report identified long standing issues within the program and made recommendations to strengthen the program. The leading recommendation was to form a new committee made up of representatives from each of the three main library sectors (post-secondary, public and special) and the Ministry of Education to develop a strategic program management plan and to assume a governance role. MDLP partners approved the creation of the committee at the May 2018 AGM.

Name of Group
• MDLP Planning and Development Committee

Purpose
• To ensure proper governance and accountability to its partners, the committee will:
  o Develop and implement a multiyear work plan.
  o Develop and implement an internal communication plan that will ask for and receive feedback from each sector.
  o Develop, revise and implement program policies and principles.
• To ensure program sustainability, the committee will:
  o Develop and implement a collection management plan.
  o Evaluate the collection and make changes as required.
  o Develop a strategic plan and program assessment strategy.
• To ensure financial sustainability in the long term, the committee will:
  o Investigate funding formulas and propose alternative options to members.

Membership
• The committee consists of 8 members from the 3 main library sectors and Ministry of Education:
  o two representatives from post-secondary libraries;
  o two representatives from public libraries;
  o two representatives from special libraries;
  o one representative will be appointed from the Provincial Library and Literacy Office, representing the Ministry of Education; and
  o one representative will be appointed from the Ministry of Education, representing K-12 Schools.
• Committee members will serve a term of two years or three years. To ensure business continuity, members will serve staggered terms with one representative from each sector serving a two-year term while the other representative serves a three-year term.
• Sector representatives may serve multiple terms.
• Each sector will appoint a new representative at the end of his/her appointed term. If a representative steps down, the sector must appoint a replacement before the start of the next meeting.
• A Committee Chair and one-two Vice Chairs will be selected by committee members.
**Quorum**
- To conduct committee business and decide on committee actions, a quorum of 6 members is required with the following guidelines:
  - There must be at least one representative from each main library sector and the Ministry of Education present (in-person or teleconference) at the meeting.

**Decision-Making**
- To strengthen group dynamics and foster better collaboration in resolving potential issues, the committee utilizes consensus decision-making and aims for full or unanimous agreement (unanimity) in all committee matters.
- Each committee member is only able to cast one vote for his/her sector and may not cast a second vote in the absence of another member from the same or different sector unless a proxy has been appointed.
- To encourage further discussion and collaboration until full agreement can be made, any member of the committee can express dissent by blocking group decisions. The use of blocking is limited to the following:
  - Blocks cannot be used for routine or administrative decisions by the committee, such as re-scheduling a meeting date.
  - Blocks are to be used on financial matters, strategic directions, and/or collection management decisions.
  - Each representative will receive one block per year.
  - As an alternative to blocking, members may choose to “stand aside” on decisions, but this “stand aside” action is limited to one throughout the member’s term.
  - Members who utilize his/her “block,” must come up with an alternative proposal or process.
- If a representative is unable to attend a meeting in which a decision is required, he/she may designate another representative as a proxy. This intent must be communicated to the other sector representative and must be approved by the Committee Chair or Vice Chair at least 48 hours prior to the scheduled meeting.
  - A maximum of two proxies are allowed to vote on committee matters. If the proxy numbers exceed maximum allowance, the vote is re-scheduled for the next committee meeting.
- In the absence of full agreement in approving group decisions, the committee will then fall back on the Unanimity Minus Two Rule (U-2) whereby a minimum of 75% or 6 out of 8 committee members representing each of the sectors and Ministry must be in agreement to decide a course of action. If a sector or a Ministry does not record at least one vote in agreement with a proposal, the proposal is formally withdrawn and further discussion ensues before the next vote can take place.

**Sector Communication**
- Sector representatives will work with their sector to determine the most efficient and effective communication method to share information and receive feedback.
- Official messages about the work of this group must be approved by the committee.
- Documents approved by the committee must be posted to the Multitype Library Board website.
Roles and Responsibilities

Committee Members (2-3 year term):
- Keep their sector informed about the progress of the committee and key decisions.
- Ensure that MDLP partners have adequate time to respond when feedback is sought.
- Complete any work assigned by the committee.
- Work with PLLO to develop the MDLP AGM agenda.
- Read all meeting documents and be prepared to discuss them at each meeting.
- If members are not able to attend a meeting, they should notify the Chair and their sector representative counterpart.
- If a member misses more than three consecutive meetings, their sector will be notified and given the option to appoint a new representative.
- Send the Chair agenda items a minimum of seven days prior to the meeting.

Chair (1-year renewable term):
- Send meeting agendas a minimum of three days prior to the meeting.
- Ensure everyone has an opportunity to speak during the meeting.
- Co-present the committee’s policy documents and annual report, and answer questions posed by the membership at the MDLP AGM.

Vice Chair (1-year renewable term):
- Lead the meeting if the Chair is unavailable.
- Co-present the committee’s policy documents and annual report, and answer questions posed by the membership at the MDLP AGM.

Provincial Library and Literacy Office (PLLO) Support (ongoing):
- Provide research and planning services to the committee.
- Share expertise with the committee regarding the program administration.
- Liaise with database vendors at the behest of the committee.
- Prepare meeting minutes and distribute them to committee members.
- Work with the committee to develop the AGM agenda.
- Prepare an annual AGM report for approval by the committee.

Meeting Logistics
- The committee meets monthly. If there is no pending business, a meeting may be cancelled by the Chair or Vice Chair up to 48 hours prior to the meeting.
- Additional meetings will be added at the call of the Chair.
- Virtual meeting options are available for those who are unable to attend in person.
- The committee will meet face-to-face in-person at least once a year.

Authority
- The committee has the authority to:
  - make changes to the core collection as they deem appropriate;
  - propose program principle changes;
  - update the program policies as needed; and
  - establish subcommittees as required. Non-committee members may also be a part of any subcommittee.
**Subcommittees**
- A subcommittee may include members not a part of the PDC but it will be led by a Committee member.
- The PDC member leading the subcommittee will set a reoccurring meeting date, develop meeting agendas and assign work to the subcommittee as required.

**Terms of Reference**
- The terms of reference will be reviewed annually by the committee.
- Changes to the committee’s purpose and program principles must be approved by the partners at the AGM.

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