



# ACMLA RULES OF PROCEDURE

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## **1. INTERPRETATION AND DEFINITIONS**

In the construction of these Rules of Procedure (to be used in conjunction with the By-law), the following words and expressions, unless there is something in the context which is inconsistent with such interpretation, shall have the meaning hereinafter assigned to them; that is to say:

- (a) "The Association" means the Association of Canadian Map Libraries and Archives (A.C.M.L.A.);
- (b) "The Constitution" means By-law No. 1, being the general and governing by-law of the corporation known as the Association of Canadian Map Libraries and Archives (A.C.M.L.A.), incorporated pursuant to The Canada Corporations Act on 22 February 1977;
- (c) "The Members" (written with a capital M) means the membership of the Association as defined in article 4.1 of the Constitution;
- (d) "Qualified Member" means Member whose dues to the Association have been paid (whether partly or fully), according to the provisions in the Constitution under articles 4.4.1 and 4.4.2, taking into regard any additional ruling by the Board of Directors;
- (e) "The Board" means the Board of Directors as defined in article 5.2 of the Constitution;
- (f) "Officers" means the officers of the Association as defined in article 8.1 of the Constitution;
- (g) "Business meeting" means that part of the annual or special meeting of the Members where (according to article 10.2.1 of the Constitution), in addition to any other business that may be transacted, the report of the Board, the financial statement, and the report of the auditor(s) shall be presented, a Board shall be elected, and auditors shall be appointed for the ensuing year;
- (h) "Professional meeting" means any meeting of Members and other persons interested in the aims of the Association where no voting will take place nor any Association business will be discussed or transacted. Professional meetings are meetings where professional papers may read, presented and discussed, panels and seminars organized and held, or social functions performed;
- (i) "Mail" includes fax and e-mail and includes also publication in the organ of the Association unless separate mailing is specifically indicated;
- (j) Words used in the masculine gender include the feminine.

## **PRESIDENT DUTIES AND RESPONSIBILITIES**

1. The President shall be the chief executive officer of the Association. (ACMLA By-Law 1 Article 8.2)
2. The President shall, when present, preside over all meetings of the Members of the Association and the Board of Directors. (ACMLA By-Law 1 Article 8.2)
3. The President shall also be charged with the general management and supervision of the affairs and operations of the Association. (ACMLA By-Law 1 Article 8.2)
4. The President, with the Secretary or other officer appointed by the Board of Directors for the purpose, shall sign all by-laws, minutes and membership certificates and such further and other documents requiring certification. (ACMLA By-Law 1 Article 8.2)
5. The President shall be a member ex-officio of all committees of the Association, except the Nominations and Elections Committee. (ACMLA By-Law 1 Article 8.2)
6. The President, in co-operation with the executive, will maintain the currency of the Business Plan that resides on the website.
7. The President may at any time establish an ad hoc committee and appoint such members as he may deem necessary to such committee. The ad hoc committee shall be approved by resolution of the Board at its next meeting, at which time the committee shall become a committee of the Association or may be disbanded.

Points of Information:

1. Committees reporting to the President:
  - Geospatial Data Access Committee
  - Map Users Advisory Committee
2. In coordination with the First Vice-President, will oversee the Mentoring Program and respect the timelines as set out in the guidelines.

### **FIRST VICE-PRESIDENT DUTIES AND RESPONSIBILITIES**

1. The First Vice-President serves as an officer of the Association. (ACMLA By-Law 1 Article 8.1)
2. During the absence or disability of the President, the First Vice-President shall perform the duties and exercise the powers of the President. (ACMLA By-Law 1 Article 8.3)
3. The First Vice-President shall represent the Association at the request of the Board. (ACMLA By-Law 1 Article 8.3)
4. The First Vice-President may act as signing officer of the Association when so designated by the Board. (ACMLA By-Law 1 Article 8.2)
5. Standing and special committees, established by resolution of the Board and not identified by the Board as being involved with the publishing activity of the Association, shall report to the Board of Directors through the First Vice-President.
6. The First Vice-President is responsible for ensuring that the aforementioned committees have a convener or chairperson to organize and direct the work of the committee concerned.
7. The First Vice-President is responsible for ensuring that each committee mentioned above is provided with terms of reference, structure, tenure, and name, as established by resolution of the Board; further, the First Vice-President is responsible for ensuring that the committees mentioned above report to the Board on the date(s) specified by the Board.
8. The First Vice-President shall perform such additional duties as the Board and/or the President may assign. (ACMLA By-Law 1 Article 8.4)

#### **Points of Information:**

1. Appointments of chairpersons or conveners shall be made within three months following the establishment of the committee, by resolution of the Board, and shall continue until the next annual meeting or until discharged by the Board.
2. Committees reporting to the First Vice-President:
  - Bibliographic Control Committee
  - Copyright Committee
  - Membership Committee
  - Conference Committee
  - Awards Committee

### **SECOND VICE-PRESIDENT DUTIES AND RESPONSIBILITIES**

1. The Second Vice-President serves as an officer of the Association. (ACMLA By-Law 1 Article 8.1)
2. The second Vice-President may act as a signing officer of the Association when so designated by the Board. (ACMLA By-Law 1 Article 8.2)
3. Standing and special committees, established by resolution of the Board and identified by the Board as being involved with the publishing activity of the Association, shall report to the Board of Directors through the Second Vice-President.
4. The Second Vice-President is responsible for ensuring that the aforementioned committees have a convener or chairperson to organize and direct the work of the committee.
5. The Second Vice-President is responsible for ensuring that each committee mentioned above is provided with terms of reference, structure, tenure and name, as established by resolution of the Board; further, the Second Vice-President is responsible for ensuring that the committees mentioned above report to the Board on the date(s) specified by the Board.
6. The Second Vice-President shall be a member, ex-officio, on the Standing Committee on Publications; as such, the Second Vice-President shall be responsible for the reporting of special publications projects and of the ACMLA *Bulletin* to the Board of Directors.
7. The Second Vice-President shall request from the Treasurer the honorarium for the *Bulletin* editor and the Webmaster at the time of the AGM, and shall forward these to the editor and webmaster with letters of thanks.
8. The Second Vice-President shall perform such additional duties as the Board and/or President shall assign. (ACMLA By-Law 1 Article 8.4)

**Points of Information:**

1. Appointments of chairpersons or conveners shall be made within three months following the establishment of the committee, by resolution of the Board, and shall continue until the next annual meeting or until discharge by the Board.
2. Committees reporting to the Second Vice-President:
  - Historical Maps Committee
  - Publications Officer
  - ACMLA Bulletin Editor
  - Web Committee
  - Webmaster

**PAST PRESIDENT  
DUTIES AND RESPONSIBILITIES**

1. The immediate Past-President serves as an officer of the Association. (ACMLA By-Law 1 Article 8.1)
2. The Past President may act as a signing officer of the Association when so designated by the Board. (ACMLA By-Law 1 Article 8.2)
3. The Past President shall perform such duties as the Board and/or President may assign.
4. The Past President shall chair the Nominations and Elections Committee and perform the duties of this committee written in ACMLA By-Laws. (ACMLA By-Law I Article 11.2.1)
5. The Past President will chair the SSHRC Committee and perform the duties of this committee written in section 3.
6. The Past President shall act as ACMLA representative for the International Cartographic Association (ICA) unless these duties are delegated by the Executive to another ACMLA member who shall report to the Executive through the Past President.
7. The Past President and the Secretary shall review the *Rules of Procedure* document annually to ensure its currency.

**Points of Information:**

1. Responsible for carrying out the procedures for ACMLA Honorary Member Award.

**Guidelines for the Honorary Member Award**

The ACMLA bestows an honorary life membership on a member who has, by definition in Bylaw 4.2.1 b), "... *made a distinguished contribution to the field of map librarianship or to a more significant understanding and appreciation of maps and whom the Association chooses to honour by election to Association membership.*"

This award is presented on an irregular basis.

As per Bylaw 4.3.4: *Honorary members shall possess the following rights and privileges:-*

- a) *the right to receive the official journal of the Association without charge;*
- b) *such other benefits and services as the Association may establish;*
- c) *the right to vote.*

Criteria:

- a) To be eligible for the Honorary Member Award in the ACMLA, a candidate must have previously received the Honours Award and have demonstrated distinguished service to the Association through participation in ACMLA governance or committee work.
- b) Nominee's contributions demonstrate long term commitment to the profession that is of lasting significance in the field of cartographic information in Canada. The contribution may be for service of various kinds, ranging from local projects to those of national scope and may cover any type of activity relating to map librarian or cartographic archival science.
- c) Other factors to be considered include the research/publication record of the individual, innovation or leadership in the field of map librarianship, service to map related associations and enthusiasm, commitment and dedication to the profession.
- d) Personal members of the ACMLA, or former members who have retired, are eligible for the award.

## Procedures:

As per Bylaw 4.2.5: *Honorary Members - Such individuals who the Association chooses to honour by election to such membership status. Such individuals shall be nominated by two full members of the Association and the nomination confirmed by the Board of Directors and ratified by mail by a three-fourths (3/4) vote of at least 40% of the full members of the Association.*

1. Nominations should be sent to the Past President two months in advance of the annual meeting to allow for the gathering of testimonials and letters of support to be considered by the Executive in reaching a decision. The nomination should include the following information:
  - Nominee name and present position, including title, institution name, address, telephone, fax and e-mail address;
  - A statement of why the person is being nominated, including the ways in which the nominee meets the criteria for selection listed above;
  - A resume and/or biographical statement;
  - The names of persons wishing to support the nomination;
  - Other documentation as available and appropriate may be submitted.
2. The process for ratification:
  - a) Ballots will be sent out via email to those names on the current membership roster provided by the Membership Officer, as well as the existing honorary members who have full voting rights in the Association.
  - b) The Executive will convey the gratitude of the Association to the recipient.
  - c) The Award will be presented at the next annual meeting.

### SECRETARY DUTIES AND RESPONSIBILITIES

1. The Secretary shall be the clerk of the Board. (ACMLA 1 By-Law 1 Article 8.5)
2. The Secretary (or delegate) shall record all facts and minutes of all proceedings of the Board and of the Members, in books kept for that purpose. (ACMLA By-Law 1 Article 8.5)
3. The Secretary shall give all notices required to be given to the Members and to the Board. (ACMLA By-Law 1 Article 8.5)
4. The Secretary shall be the custodian of the seal of the Association and of all books, excluding the current books and records referred to in paragraphs 8.6 of the By-Law, papers, records, correspondence, contracts, and other documents belonging to the Association which he/she shall deliver up only when authorized by resolution of the Board to do so and to such person or persons as may be named in the Resolution. (ACMLA By-Law 1 Article 8.5)
5. The Secretary shall notify the ACMLA Archivist and the ACMLA *Bulletin* editor of the results of the election immediately after the annual meeting of the Association.
6. The Secretary is responsible for sending letters of thanks to ACMLA members who provide meeting accommodation and extend other courtesies to the Board.
7. The Secretary shall distribute the *Conference Manual* to new Conference Committee chairpersons on request. The Secretary shall incorporate such new information as is provided by Conference Committee chairpersons into the *Conference Manual*, to ensure its currency. The Secretary may be asked to assist the Conference Committee chairpersons in sending letters of thanks to speakers, organizers and sponsors of ACMLA Annual Conference.
8. The Secretary will send a copy of the Minutes of the Annual Business Meeting to the *Bulletin* editor for the issue of the *Bulletin* which follows the Annual Conference.
9. The Secretary shall send a letter to Consumer & Corporate Affairs for approval and registration of any by-law amendments voted upon by the Membership. These changes should then be made to the appropriate section(s) of the ACMLA By-Laws.
10. The Secretary shall send a copy of the *Rules of Procedure* to new Board members and Committee chairs.
11. The Secretary and the Past President shall review the *Rules of Procedure* document annually to ensure its currency.

**Points of Information:**

1. Committees reporting to the Secretary:  
Archives Committee

**TREASURER  
DUTIES AND RESPONSIBILITIES**

1. The Treasurer shall serve as an officer of the Board. (ACMLA By-Law 1 Article 8.1)
2. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account, and shall deposit all monies or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by the Board.
3. The Treasurer shall render to the Annual Meeting of Members, and to the Board at the regular meetings thereof or whenever required, an account of all transactions as Treasurer and of the financial position of the Association. In preparation, the Treasurer shall confer with the Membership Chair and the Publications Officer regarding annual transactions and provide them banking information covering the past 14 months, from December of the previous year through January of the current year.
4. The Treasurer may be a signing officer of the Association when so designated by the Board; the Treasurer is a signing officer for cheques drawn on Association funds, along with the President. (ACMLA By-Law 1 Article 15.3)
5. The Treasurer shall prepare and submit financial reports annually to the Social Sciences and Humanities Research Council (SSHRC) as long as the Association receives grants from the Council. The report identifies SSHRC travel payment amounts made to ACMLA members.
6. The Treasurer shall prepare and submit annually, with appropriate filing fee, to Industry Canada the form which lists the ACMLA officers and their complete postal addresses.
7. The Treasurer shall prepare a budget annually for approval by the Board and the membership.
8. The Treasurer shall also perform such other duties as may from time to time be determined by the Board.

**Points of Information:**

1. The fiscal year shall terminate 31 December unless otherwise ordered by the Board in terms of the annual financial report. For SSHRC, the fiscal year may terminate in March of the following year as required by SSHRC, and for the budget, it spans June to May unless otherwise ordered by the Board.
2. Every effort should be made to have the Association's annual financial statement certified as to its accuracy by an auditor, at least every two years. The auditor can be appointed by the Association President or designated by the Association membership. The auditor can be a member of the Association but must be a disinterested third party, i.e. not a member of the ACMLA Executive Board, and not an employee or supervisor of the Treasurer. The auditor should examine carefully all bank transactions, inspect bank statements, match cancelled checks to invoices, and check the accuracy of the addition and subtraction of the statements themselves. The money reported on hand on the opening day of each fiscal year, must agree exactly with the amount reported for the closing day of the previous year.
3. The Board may designate certain types and categories of payments and expenses which may be made by the Treasurer as they arise. General payments and expenses are identified by the Treasurer in an annual budget.
4. Payments of expenses shall be authorized by the Board or by the President if such payment or expense must be approved before a Board meeting is to be held.
5. The SSHRC (Social Science and Humanities Research Council) Committee reports to the Treasurer, who is a member ex-officio.
6. The Treasurer, with the input of the Board, may as a means of obtaining a modest rate of interest on the Association's funds, use conservative investments, such as GIC's. Investments are to be linked with the Association's banking accounts for tracking purposes.

## **2. MEETINGS**

### **2.1 GENERAL MEETINGS (= MEETINGS OF THE ASSOCIATION)**

2.1.1 The Association shall arrange general meetings open to all Members.

2.1.2 These meetings may have the character of

- (i) Business meetings
- (ii) Professional meetings

2.1.3 At least once a year, the business meeting and the professional meeting shall be held at the same time and in the same place.

2.1.4 The President shall serve as chair of business meetings or, in his absence, the First or Second Vice-President, or the member with the longest service on the Board, in that order.

2.1.5 Minutes of the business meetings shall be recorded and widely distributed.

2.1.6 The time and place of business and professional meetings shall be decided by the Board and, when applicable, the Board shall take into account invitations received to hold such meetings at the time and location specified by the invitation.

2.1.7 Business meetings shall be called, adjourned, and notices thereof given in accordance with articles 10.1 to 10.7 inclusive of the Constitution.

2.1.8 A local organizing committee (Conference Committee), responsible to the Board, shall be established to organize and run approved general meetings.

2.1.9 The level of registration fees (if any) for professional and business meetings approved by the Board shall be determined by the local organizing committee.

### **2.2 REGIONAL MEETINGS**

2.2.1 Regional meetings of a professional character (i.e. professional meetings) may be organized by any group of Members active on the Association or by a combination of regional and other groups, subject to the approval of the Board.

### **2.3 BOARD MEETINGS**

2.3.1 Board meetings shall be called and notice thereof given in accordance with articles 6.1 to 6.3 inclusive of the Constitution.

2.3.2 The President shall serve as chair of Board Meetings or, in his absence, the First or Second Vice-President, or the member with the longest service on the Board, in that order.

2.3.3 The chair of the meeting opens and closes the discussions.

2.3.4 A quorum of Board Members, in accordance with article 6.1 of the Constitution, shall be present when the meeting proceeds to decision taking. In case of urgent business, a preliminary decision may be taken which will become definitive if the absent members, through approval by mail, make up a majority who are in favour of the decision.

2.3.5 Minutes of Board meetings shall be taken and such minutes or summary reports thereof shall be widely disseminated by the Secretary of the Board.

## **2.4 ACCESS TO GENERAL, REGIONAL, AND BOARD MEETINGS**

2.4.1 General and regional meetings as referred to in 2.1 and 2.2 are open to all Members of the Association and any other person interested in the affairs of the Association.

2.4.2 In the meeting of the Board or its officers, the admittance of observers is at the discretion of the chair of the meeting.

2.4.3 Persons invited to attend meetings referred to in 2.4.2 have the right to speak if they are invited in a consultative or advisory capacity.

2.4.4 In all other cases, observers have the right to speak only if the chair permits.

## **3. COMMITTEES**

### **3.1 FUNCTION**

3.1.1 The function of a committee is the initiation, promotion, and coordination of the professional work of the Association.

3.1.2 A committee may be a standing or special committee. A standing committee is a committee created to carry out, monitor, and/or coordinate particular tasks on a continuing basis. A special, ad hoc committee, or taskforce is created to carry out, monitor, and/or coordinate a specific task which has a beginning and an end. A special or ad hoc committee is discontinued when the task for which it was created has been completed.

### **3.2 INITIATION AND ESTABLISHMENT**

3.2.1 Committees are initiated:

- (a) by the membership, through a resolution in a business meeting;
- (b) by the Board, through a resolution of the Board;
- (c) an ad hoc committee may also be established by the President, provided that the ad hoc committee so established be approved by resolution of the Board at its next meeting, at which time the committee becomes a committee of the Association or may be disbanded.

3.2.2 A committee initiated under the provisions of 3.2.1 shall not be considered established until its name (with "standing" or "ad hoc" designation), tenure, and terms of reference have been established and approved by a resolution of the Board.

3.2.3 A committee initiated under the provisions of 3.2.1 shall not be considered established until a chair and members to the committee have been appointed in accordance with the provisions of article 12.2 of the Constitution.

3.2.4 Eligibility for membership in committees shall be in accordance with articles 12.2 and 12.6 of the Constitution.

### **3.3 REPORTING**

3.3.1 Committees report to the Board in accordance with article 12.3 of the Constitution. Committees shall submit an annual report on progress made. The report shall include statements on the status of the membership of the committee, progress made towards the goals established in the terms of reference, a financial statement regarding funds received and expended, if any, over the past fiscal year, and a budget submission, if any, for the ensuing fiscal year.

3.3.2 The committee chair shall carry the overall responsibility for the work of the committee and shall be responsible for the submission of the annual report.

3.3.3 The annual report shall be submitted to the Board, through the responsible Officer, by the stated deadline (approximately two weeks before the Annual Business meeting). The Board shall inform all

Committee chairs of the said deadline. The Board will arrange to have all Committee reports posted to the Association's website prior to the Annual Business meeting.

### **3.4 DISSOLUTION**

3.4.1 The Board may disband a standing committee by resolution, if the functions, aims and/or objectives of the committee are no longer relevant or needed or have changed substantially from those laid down in the terms of reference.

3.4.2 An ad hoc committee shall be disbanded when the specific task for which it was created has been completed and chronicled in a final report.

3.4.3 The final report shall note the completion of the task and shall contain a recommendation for dissolution of the committee.

3.4.4 An ad hoc committee is automatically disbanded by the board when no annual reports have been received for two consecutive years. No resolution of the Board is necessary to disband such a committee, but the dissolution shall be recorded in the minutes of the Board.

## **STANDING COMMITTEES**

### **ARCHIVES COMMITTEE**

#### **TERMS OF REFERENCE:**

To maintain the archival records of the Association.

#### **REPORTING STRUCTURE:**

A standing committee reporting to the Board of Directors through the Secretary.

First mentioned as "committee" in Minutes of the Board of Directors, November 1990, item 10.

#### **MEMBERSHIP:**

It is desirable for the Archivist to be a staff member of Library and Archives Canada since the archives of the Association are housed there.

**DUTIES AND RESPONSIBILITIES:** In revision

### **AWARDS COMMITTEE**

#### **TERMS OF REFERENCE:**

To select candidates for the ACMLA Honours Award, the ACMLA Papers Award and the Student Papers Award.

#### **REPORTING STRUCTURE:**

A standing committee reporting to the Board of Directors through the First Vice-President.

Established ("reconvened") according to Minutes of the Board of Directors, April 15-16 1982, item 41.

#### **DUTIES AND RESPONSIBILITIES:**

Following the established guidelines, the Awards Committee will consult annually to decide if there is a suitable recipient for each of the awards.

By February 1, 4 - 5 months prior to the annual conference, the committee chair will notify and solicit the membership for award nominations via the ACMLA listserv and/or *Bulletin*.

### **Guidelines for the ACMLA Honours Award**

1. The Honours Award shall consist of a framed certificate issued by ACMLA.
2. This award is to be made during the annual conference.
3. The award will not necessarily be issued every year.
4. A call for nominations shall be made in two issues of the *ACMLA Bulletin* during the year.
5. Nominations may be made by any individual member, including members of the Awards Committee itself.
6. The recipient shall be an individual who has made an outstanding contribution to the field of map librarianship or curatorship or archivship.
7. The recipient's contribution may be either for a specific activity or for general services and contributions such as continued membership in the Association with active participation either as an executive officer, committee chairperson or committee member.
8. While membership in ACMLA shall normally be a prerequisite, that shall not preclude consideration of outstanding non-members.
9. An award shall preferably be awarded to a person while still active in the field, rather than at an early stage or post-retirement.
10. Probable attendance at the annual conference should be considered, but should not be the deciding factor.
11. To facilitate and encourage the recipient's attendance at the conference, he/she should be informed of the pending award.
12. The Awards Committee, having considered all nominations for an award, shall come to a unanimous agreement on the choice of a recipient.
13. The Awards Committee shall forward their decision to the Executive of the ACMLA for their approval one month prior to the annual conference.

### **Guidelines for the ACMLA Papers Award**

1. The Papers Award will consist of a monetary award of \$200.00.
2. This award is to be made during the annual conference.
3. The award will usually, though not necessarily, be given on an annual basis.
4. Nominations for this award, while primarily the responsibility of the Awards Committee members, may be made by an individual member.
5. The papers which will be considered for this award will consist of papers which have appeared in any issue of the *ACMLA Bulletin* for the calendar year preceding the conference.
6. Papers appearing in the *Bulletin* will be eligible for consideration if they are three pages or more in length.
7. Only papers of sufficient length, appearing in the *Bulletin*, which are not regular features, but are instead feature articles, will be considered for this award. Continued articles and co-authored articles shall be given full consideration.
8. Articles which are eligible by the above clauses shall be further screened by subject matter. Only articles which made a solid contribution to map librarianship, curatorship or archivship, including cartobibliographies, shall be considered for this award.
9. The Awards Committee and its appointees, shall weigh the degree of originality, uniqueness of subject matter and the depth of research involved in the papers under consideration. The complexity of subject matter, the presentation of such by the author, and technical qualities such as grammatical construction, should all be considered.
10. Papers nominated for this award, which fit the above criteria to the satisfaction of the Awards Committee, shall then be subject to evaluation by a person or persons who are not normally members of the Committee.
11. The Awards committee shall contact a person or persons of its choice and request a written evaluation of the quality exhibited by a nominated paper.
12. Upon receipt of such evaluation, the Awards Committee shall come to a unanimous decision on the choice of a recipient.
13. A report shall be made to the Executive on all papers nominated and the results of consideration by the Awards Committee one month prior to the annual conference.
14. To facilitate and encourage the recipient's attendance at the annual conference, he/she should be informed of the impending award.

### **Guidelines for the Student Paper Award**

1. The Student Papers Award will consist of a prize of \$250 and free membership in the Association for one year.
2. The award includes an invitation to present the winning paper at the Annual Conference. The Association will waive registration fees and provide a travel stipend of \$250.00.
3. The award will normally be given on an annual basis to a student from Canada or studying in Canada currently enrolled in a post-secondary institution (college or university).
4. The award will be announced at the Association's annual conference.
5. The Committee will announce the award using various means so ensure wide participation.
6. Papers submitted by the deadline date will be judged by the Awards Committee and the ACMLA Bulletin editor.
7. The essay shall be original and published and of no more than 3000 words.
8. Primary consideration for the award will be given to the essay's originality and its contribution to new knowledge and insight. Other considerations include the author's demonstration of the relevance of the subject, the quality of the presentation and documentation, and the literary merits of the essay.
9. A Report shall be made to the Executive on all papers submitted the results of the consideration by the Awards Committee one month prior to the Annual Conference.

**Guidelines for the Honorary Member Award – see Past President: Points of Information**

### **BIBLIOGRAPHIC CONTROL COMMITTEE**

#### **TERMS OF REFERENCE:**

To encourage proper bibliographic control of cartographic material.

#### **REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the First Vice-President. Established by resolution of the Association (18th Annual Business Meeting, 1984).

#### **MEMBERSHIP:**

Full members in good standing as follows:

One or more representatives of the Library and Archives Canada with expertise in bibliographic control of cartographic materials in Canada, including cataloguing and metadata

One representative of the Canadian Committee on Cataloguing

Official delegates from ACMLA to any international body on cataloguing cartographic materials

One representative from the archival community of ACMLA

At least two other members of the Association, not representative of the above groups

President (or delegate) -- ex officio member

#### **DUTIES AND RESPONSIBILITIES:**

1. To identify and study issues involved in the bibliographic control of cartographic materials in Canada to ensure standardization and improved access through cataloguing and metadata
2. To inform and when appropriate, instruct, other members in the cartographic community on the proper use and interpretation of cataloguing rules and metadata for cartographic materials, including updates and changes.
3. To liaise with the Library and Archives Canada, the Canadian Committee on Cataloguing, and other bodies/organizations (such as the Anglo-American Cataloguing Committee for Cartographic Materials) who may be involved in the implementation of bibliographic control of cartographic materials or in the creation of metadata standards and descriptions.
4. To promote the continued development of the national union catalogue and other national listings of cartographic materials in print and digital format.
5. To meet at least once a year, in person or by electronic means, to discuss the above, ensuring that all interested members are aware of the activities of the Committee through wide distribution of the agenda and reports of the Committee.

\*Revised March 2009

## **COPYRIGHT COMMITTEE**

### **TERMS OF REFERENCE:**

To maintain a watching brief on the progress of and changes to Copyright law in Canada, especially as it pertains to cartographic information.

### **REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the First Vice-President. Established by resolution, as reported in the Minutes of the Annual Business Meeting, June 9 1981, item 13.

### **DUTIES AND RESPONSIBILITIES:**

The Committee is responsible for communicating copyright information to the membership, in the form of articles in the *Bulletin*, reports at annual conferences of developments which have not been included in the Committee's annual report, and as part of workshops at the annual conference.

## **GEOSPATIAL DATA ACCESS COMMITTEE**

### **TERMS OF REFERENCE:**

This ACMLA Committee is mandated to seek out, on behalf of Canadian post secondary academic institutions, opportunities for access to significant, national-level Canadian and global geospatial data resources. For significant data resources that are not free the committee attempts to organize a partnering approach and negotiates for consortial license agreements that offer acceptable conditions of use at reasonable cost. The committee is also mandated to explore opportunities for access to significant GIS-related software of broad and continuing interest to Canadian post secondary academic institutions.

### **REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the President. Established by resolution of the Association at the AGM, May 14, 2008, item 6.4.

### **MEMBERSHIP:**

Open to ACMLA full members in good standing. ACMLA President (or delegate) is an ex officio member.

### **DUTIES AND RESPONSIBILITIES:**

1. Identify and investigate geospatial data access opportunities with Canadian and global data providers from various sectors: government, commercial, associational, and others.
2. Initiate negotiations, whenever necessary, for ad hoc consortial access by Canadian post secondary academic institutions to significant geospatial data resources and GIS-related software.
3. Share in the maintenance of ACMLA's web-based inventory of significant Canadian geospatial datasets by contributing information about datasets to which the committee has managed to provide access.
4. In consultation with the ACMLA Board of Directors, assist in the search to find members who are willing and qualified to represent ACMLA on national-level geospatial data access working groups and advisory bodies such as, for example, the Depository Service Program Library Advisory Committee.

## **HISTORICAL MAPS COMMITTEE**

### **TERMS OF REFERENCE:**

To preserve and popularize the rich Canadian cartographic heritage through publication of facsimile maps.

### **REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the Second Vice-President.

**MEMBERSHIP:**

Full members in good standing.

**DUTIES AND RESPONSIBILITIES:**

1. To select historical maps of Canadian interest for reproduction as facsimiles.
2. To obtain sponsors for facsimile maps; to arrange correspondence with sponsors, payment of fees and delivery of agreed-upon facsimiles after printing.
3. To arrange for the photography or obtain negatives of the selected maps; to negotiate printing of the facsimile maps bearing the Association's logo and appropriate marginal information; to supervise printing and payment of the printer upon satisfactory completion of the print job.
4. To arrange the storage and distribution of the facsimile maps to the financial advantage of the Association; to advertise and promote map sales as appropriate.
5. To maintain records of sale, accounts and inventory in accord with recommendations of the Association's auditor or the Board.

**MEMBERSHIP COMMITTEE**

**TERMS OF REFERENCE:**

To maintain the membership list, to recruit new members and to investigate non-renewals of membership.

**REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the First Vice-President.

The Treasurer may on occasion request reports on financial matters directly from the Committee.

The Secretary or the Past-President may on occasion request membership lists or membership information directly from the Committee, for example in connection with the Nominations and Elections Committee.

Established according to Minutes of the Board of Directors, August 19 1982, item 4.

**DUTIES AND RESPONSIBILITIES:**

1. To create and accurately maintain a list of members which:
  - a) classifies members by category
  - b) includes only fully paid-up members as of April of each year
2. To provide copies of the membership list (and/or mailing labels) in the following situations:
  - i) provide the Secretary or Past-President with a list of full members to be used by the Nominations and Elections Committee (in December)
  - ii) provide 2 copies of the updated list of full members to the Secretary or the Nominations and Elections Committee for mailing of the ballots (first week of April)
  - iii) provide the *Bulletin* editor with an alphabetical listing of ACMLA members in the following categories (for publication):
    - i) full, associate, student and honorary
    - ii) institutional
    - iii) exchange
    - iv) legal deposit
    - iv) as required by the ACMLA *Bulletin* editor.
    - v) as required by the ACMLA Board
    - vi) as required by the Conference chair
3. To provide an updated list of all members in good standing, with categories of membership and a total number of full and honorary members, for the purpose of determining quorum at the Annual Business Meeting. The identification of members constituting quorum shall be the responsibility of the chair of the Membership Committee if he is in attendance at the Annual General Meeting. If he is not in attendance, it is his responsibility to ensure that the First Vice-President has sufficient information to determine quorum at that meeting.
4. To create appropriate bilingual membership renewal forms, and to send the forms (2 copies, 1 to be returned with payment) to all classes of members near the end of each membership year (i.e. December). This mailing will also include a bilingual form listing ACMLA Committees in which a member can participate.

5. To create appropriate second notices (bilingual) advising members that March 31 is the deadline for payment and that their names will be deleted from the membership list. This notice should also present an opportunity to indicate reasons why the members may not be renewing.
6. To send out appropriate receipts to those who have renewed, and ensure that their name and addresses are correct on the membership list; to report to the Treasurer on monies received and other items of interest to the Treasurer.
7. In response to new memberships received, the Committee will send out the following items:
  - a) a receipt of payment
  - b) notice President of new member so they can send out a welcome letter.
  - c) notice to the Publications Officer that those issues of the *Bulletin* already sent out during that membership year are to be sent to the new member.
  - d) notice to Bulletin editor to include a new member announcement in upcoming bulletin.
  - e) the Committee should ensure that the new member's name is added to the membership list. If the Committee knows of other mailings to members, they will forward the new member's name to those concerned, so that new members will receive the mailing. (This is especially important for the Nominations and Elections Committee).
8. The Committee should actively seek new members, and send out mailings to prospective new members in consultation with the Board.
9. The membership list of the Association will not be made available to interested parties for payment. It is, however, published in the *Bulletin*.
10. To keep the ACMLA-ACACC-L listserv current for full, student, and honorary members by adding, deleting, or editing members as needed. This list resides at [LISTSERV@LISTSERV.UOTTAWA.CA](mailto:LISTSERV@LISTSERV.UOTTAWA.CA)

## **NOMINATIONS AND ELECTIONS COMMITTEE**

### **TERMS OF REFERENCE:**

To ensure that elections are carried out properly and without prejudice, for the benefit of the Association, as set down in the Constitution.

### **REPORTING STRUCTURE:**

The Nominations and Elections Committee shall be chaired by the immediate Past President, and reports directly to the Board of Directors.

### **MEMBERSHIP:**

The Committee is chaired by the Past President and should include not fewer than two additional full or associate members of the Association who are not members of the Board of the Association. Members of the Committee are ineligible for nomination to any elective position (ACMLA By-Law 11.2.1).

### **DUTIES AND RESPONSIBILITIES:**

The function of the Nominations and Elections Committee is to solicit nominations for the five elective positions on the Board of Directors (in accordance with ACMLA By-Laws 11.1, and 11.2.1 through 11.2.7), and to conduct elections for these same five positions (in accordance with ACMLA By-Laws 11.3.1 through 11.3.7 and 11.4).

## **SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL COMMITTEE**

SHORT NAME: SSHRC Committee

### **TERMS OF REFERENCE:**

To apply for, administer and disburse grant funding which is available to the Association from the Social Science and Humanities Research Council. The SSHRC Committee shall make recommendations to the Association on ways of obtaining and ensuring the continuance of such funding.

### **REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the Treasurer.  
Established according to Minutes of the Annual Business Meeting, June 1988, item 6a.

### **MEMBERSHIP:**

The Past President will chair the committee.  
The Treasurer of the Association is an ex-officio member.

**DUTIES AND RESPONSIBILITIES:**

1. To investigate the feasibility of obtaining SSHRC funding; to prepare background information and submit the necessary applications on behalf of the Association.
2. To disburse any SSHRC funding in accord with grant regulations and the Policy on Travel Funding, including appropriate advertisement, record maintenance and report submission.
3. To advise the Association on the terms, conditions and requirements necessary to maintain or re-qualify for SSHRC grants.

**WEB COMMITTEE**

**TERMS OF REFERENCE:**

To oversee the maintenance of the website, its currency, and development in design and content as it benefits the membership.

**REPORTING STRUCTURE:**

A Standing Committee reporting to the Board of Directors through the Second Vice-President.  
Established according to the Minutes of the Board of Directors, November 5, 2005, item 8.

**MEMBERSHIP:**

Webmaster; and Full members in good standing.

**DUTIES AND RESPONSIBILITIES:**

1. To maintain currency by adding announcements or features to the main page and to update current pages.
2. To improve content to the website by creating new web pages.
3. To develop a process for members to provide input for improvement or content.
4. To improve the ongoing design of the website.
5. To maintain and develop the French content according to the ACMLA Publications Policy.

**SPECIAL / AD HOC COMMITTEES**

**CONFERENCE COMMITTEE**

**TERMS OF REFERENCE:**

To plan and facilitate the annual conference of the Association.

**REPORTING STRUCTURE:**

A Special Committee reporting to the Board of Directors through the First Vice-President.

**DUTIES AND RESPONSIBILITIES:**

1. The Committee Chair shall obtain the Conference Manual package from the Secretary, and may strike a committee to assist with the planning and delivery of the annual conference.
2. The Committee may apply to the Treasurer for \$500 in "seed" money, to facilitate conference planning. It is expected that this advance will be recovered through the conference fees and will be repaid to the Treasurer following the completion of the conference.
3. The Committee organizes the events and schedule of the Conference, including local arrangements, professional and business meetings; arranges for speakers and their needs; sets appropriate fees and/or seeks sponsors to cover all costs incurred.
4. The Committee reports the progress of their plans to the Board prior to Board and Annual Business meetings; submits a final report including a detailed financial statement after the completion of the conference; provides to the Secretary any suggestions or amendments necessary to ensure the currency and usefulness of the *Conference Manual*.
5. The Committee ensures that all speakers, sponsors and persons who render aid in the conference planning and delivery shall receive appropriate thanks from the Association.

**INACTIVE COMMITTEES**

**LIAISON COMMITTEE**

**DIRECTORY COMMITTEE**

**TERMS OF REFERENCE:**

To create or revise the *Directory of Map Collections in Canada*, and to oversee the publication and distribution of this Directory.

**REPORTING STRUCTURE:**

A Special Committee reporting to the Board of Directors through the Second Vice-President. First mentioned in the Minutes of the Board of Directors, August 8, 1979.

**DUTIES AND RESPONSIBILITIES:**

1. When it is deemed necessary by the Association to create a new Directory or to revise the existing Directory, the Board shall appoint a Chair for the Directory Committee. The Chair may strike a Committee to assist.
2. The Committee shall be responsible: for gathering the information necessary to create or to update the Directory; for collocating this information and for preparing a good draft for publication.
3. The Committee shall oversee the selection of a printer, and the production of the final draft.
4. The Committee shall report on its progress to the Board, through the Second Vice-President. The Committee shall submit a financial report and make recommendations appropriate to the financial success of the publication (such as appropriate size of print run and pricing). The Committee shall submit a final report after completion of the publication project, including a detailed financial statement and any recommendations necessary to assist the next Directory Committee in its work.

**MAP USERS' ADVISORY COMMITTEE**

**TERMS OF REFERENCE:**

To provide suggestions to map producers for the improvement of cartographic products and the advantage of Canadian map users; To provide input to map producers as to what bibliographic information should be included on maps; To provide suggestions of subject matter for priority mapping by map producers.

**REPORTING STRUCTURE:**

An Ad Hoc Committee reporting to the Board of Directors through the First Vice-President.

**MEMBERSHIP:**

Full members in good standing.

**DUTIES AND RESPONSIBILITIES:**

1. When it is deemed necessary by the Association to convene a national or provincial level Map Users' Advisory Committee meeting, the Board shall appoint a Chair. The Chair may strike a Committee to assist.
2. The Committee shall contact appropriate map producing agencies and arrange to meet with representatives. The Committee shall prepare for the meeting by soliciting issues of concern from members of the Association which may be raised during the discussions.
3. The Committee shall ensure that minutes of the meeting are prepared and distributed to all members of the Association.

**4. OTHER OFFICERS**

**PUBLICATIONS OFFICER**

**TERMS OF REFERENCE:**

To distribute publications on behalf of the Association  
To manage publications inventories.

**REPORTING STRUCTURE:**

The Publications Officer reports to the Board of Directors through the Second Vice-President.

**MEMBERSHIP:**

Full member in good standing.

**DUTIES AND RESPONSIBILITIES:**

1. To receive and sort Association Mail and distribute mail to appropriate areas (i.e. President, Treasurer, Editor of the ACML *Bulletin*, ACML Archives, etc.).
2. To respond to inquiries concerning publications.
3. To distribute publications.
  - by preparing invoices and labels, envelopes, etc.
  - by filling orders with appropriate material
  - by maintain an inventory of all publications.
4. To contact Financial Services, Library and Archives Canada, regarding cheques issued to Receiver-General of Canada in error, etc.
5. To send reminders for overdue accounts.
6. To prepare reports as requested.
7. To maintain publications files, records of sales and inventories in accord with recommendations of the Association's auditor or the Board.

**EDITOR OF THE ACMLA BULLETIN**

**TERMS OF REFERENCE:**

To prepare the manuscript of the ACMLA *Bulletin* for printing, according to the schedule established by the Board of Directors.

**REPORTING STRUCTURE:**

The *Bulletin* Editor reports to the Board of Directors through the Second Vice-President.

**DUTIES AND RESPONSIBILITIES:**

1. The *Bulletin* Editor shall receive an annual honorarium upon completion of a full years issues (three – Spring/Summer; Fall; Winter). This honorarium shall be in the amount as agreed upon by the Board, and shall be forwarded, along with a letter of appreciation, to the Editor by the Second Vice-President at the end of the fiscal year (normally at the time of the AGM).
2. The *Bulletin* Editor will provide authors, contributors, column editors and the ACMLA membership with adequate advance notice of copy deadlines.
3. The *Bulletin* Editor will organize and manage all submitted material, images, correspondence and files associated with the *Bulletin*.
4. The *Bulletin* Editor will manage correspondence relating to the *Bulletin*, including acknowledgements of receipt for submitted material, requests to authors for additional material or information, acknowledgements of appreciation, and any inquiries about the *Bulletin* and its publication. The *Bulletin* Editor will provide reports and updates related to the *Bulletin* and its production at the request of the Board of Directors.
5. The *Bulletin* Editor will read all submitted material for content, and will select materials for publication in the *Bulletin* that reflect the goals, interests and values of the Association of Canadian Map Libraries and Archives, its members and the broader Canadian cartographic and geographic communities.
6. The *Bulletin* Editor will read all material selected for publication for quality of writing and mechanical consistency (grammar, spelling, punctuation, referencing style, etc.) The Editor will request that edits be made by the submitting author or will make minor edits directly.

