



Negotiations Resource Team Terms of Reference and Mode of Operation

Approved: CRKN Board of Directors, August 19, 2004

Revised: CRKN Board of Directors, June 20, 2007

Terms of Reference:

The CRKN Negotiations Resource Team is established by the Board of Directors, and is responsible for:

- coordinating member / regional consultation and building consensus regarding CRKN electronic resources priorities, requirements and specifications;
- developing and recommending procurement strategies, processes and vehicles;
- recommending vendor licenses and contract terms to the Board of Directors for approval;
- contributing additional strategic and operations expertise to CRKN planning and communications;
- recommending to the Board of Directors the establishment of specialized task groups to address policy and procedural issues proceeding from negotiations or license implementation, as required. This includes recommending lead license negotiator(s), their terms of reference and specific negotiations parameters to the Board of Directors for approval, and assisting with strategy development and providing functional direction to the lead negotiator(s).

Membership:

- One (1) university library director from the Board of Directors
- Eight (8) librarians, two (2) from each region*, with electronic collections / services and negotiations experience
- One (1) technical or systems advisor

The CRKN Executive Director is entitled to participate in the committee but has no vote as a member of the committee. The CRKN staff may participate in meetings as resource personnel, as required.

Appointment Process:

- The university library director is appointed by the Board of Directors
- Librarians from the regions are designated by their respective library organizations*
- Technical advisor is appointed by the Board of Directors

* Council of Atlantic University Libraries (CAUL); Council of Prairie and Pacific University Libraries (COPPUL); Conférence des recteurs et des principaux des universités du Québec (CREPUQ); Ontario Council of University Libraries (OCUL)

Term:

- At the discretion of the designating organization (three year staggered terms recommended)

Chair:

- The Negotiations Resource Team is chaired by the library director appointed from the Board of Directors
- The Chair serves as liaison to Board of Directors

Meetings:

- Meetings may be held at any place as the Chair may determine
- Meetings may be held at any time provided written notice has been given to each committee member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of committee members
- Quorum for meetings is a majority of committee members, provided that at least one representative from 3 of the 4 regional regions is present
- Normally the Negotiations Resource Team meets 2-3 times/year in person, and via teleconference as required
- Additional deliberations may be conducted via email between meetings as required
- In order to maintain the balance of representation and to ensure continuity and effectiveness of the Negotiations Resource Team, substitution of representatives at meetings is not permitted

Lines of Accountability and Communication:

- The Negotiations Resource Team is accountable to the Board of Directors
- The Chair of the Negotiations Resource Team reports on its activities to the Board of Directors, and submits written recommendations as required for the Board of Directors' consideration
- Minutes and documents of the Negotiations Resource Team are held confidential, and not for redistribution by team members
- Distribution of meeting summaries, minutes and documents is handled by the Executive Director through the corporation office, to ensure accurate and consistent information is distributed to appropriate parties
- Following each Negotiations Resource Team meeting, the Executive Director circulates a briefing to members
- Upon approval of the minutes of Negotiations Resource Team meetings, the Executive Director posts a copy in the restricted Committees area of the website, accessible only to members of the Negotiations Resource Team and the Board of Directors
- Official documents and communications are made available in French and English

Financial and Administrative Policies:

- Service on the Negotiations Resource Team is non-remunerative
- Travel and meeting expenses for Negotiations Resource Team members are reimbursed according to the policies of CRKN
- Members of the committee will comply with Board-approved conflict of interest guidelines and procedures.