



BCLA Intellectual Freedom Committee Terms of Reference

Approved by the BCLA Board: December 8, 2023

Mandate

The BCLA Intellectual Freedom Committee (IFC) will carry out the review of the BCLA Intellectual Freedom Statement and make recommendations to the BCLA Board, guided by the Association's [constitution, bylaws, mission, vision, and values](#).

The ultimate approval of and responsibility for the BCLA Intellectual Freedom statement resides with the BCLA Board.

Objectives

1. Review the current BCLA Intellectual Freedom Statement and make recommendations for revisions
2. Provide opportunities for BCLA members to provide input and/or feedback as part of the Statement review

Deliverables

- Progress reports at each BCLA Board meeting
- Progress reports for BCLA members, to be shared via the BCLA forum and website
- Final report to the BCLA Board on the process undertaken and the resulting recommendations, including:
 - Draft Revised BCLA Intellectual Freedom Statement
 - Recommendation for how often the Statement should be reviewed
 - Recommendation on what structures, mechanisms, tools and resources are needed to support and encourage BCLA members' ongoing engagement with and support of intellectual freedom

Composition

All Committee members must be BCLA members in good standing (individual members or institutional designates). The BCLA President and Executive Director are ex officio members as per BCLA bylaw 15.1.

The Committee will have up to 11 members:

- 2 Co-chairs, representing different types of libraries (i.e. academic, public, school, special), at least one of whom must be a BCLA Board member and is



appointed by the Board, the other appointed from within the Committee by Committee members.

- 2 additional members from the BCLA Board
- 6 additional members from the general membership
- The BCLA Executive Director (non-voting)

Committee members will be selected by the BCLA Board Executive based on a call for expressions of interest. While the final composition will depend on who is willing to serve, the Executive will strive for a Committee that represents all library types, and a variety of professional and lived experiences and perspectives.

Resources and Budget

- Support from and access to a professional facilitator.
- Additional requests for resources to be made to the Executive Director and brought to the Board for approval as necessary.

Timelines and Tools

- The Committee is expected to meet monthly.
- All meetings will take place virtually via Zoom.
- Agendas will be prepared by the co-chairs, with support from the BCLA Executive Director, and distributed in advance of meetings
- At least 6 members will be required for the committee to achieve quorum, excluding the Executive Director; meetings will not be held without quorum
- Minutes will be taken and shared for approval before posting publicly

Type of Committee

Special Committee:

- BCLA bylaw 15.2: created by the Board to accomplish specific work for the Association, and is responsible to the Board or the Executive Director
- Established by Board resolution
- Automatically dissolved upon the completion of the task for which it was created
- Includes task and working groups

Term of Appointment

The Committee will exist until a Revised Statement has been approved by the BCLA Board, at which point the Committee will dissolve.

All members are appointed for the duration of the Committee, with the exception of Board members, who will be replaced as their Board term ends. If members are



unable to serve the entire term, vacancies will be filled on a rolling basis using a call for expressions of interest.

This is a working committee which will meet monthly and require members to do additional work outside of the meetings. Any Committee member who misses 2 meetings in a row (excluding exceptional circumstances) may be asked to step down.