



**CANADIAN ASSOCIATION  
FOR SCHOOL LIBRARIES**

ANNUAL GENERAL MEETING  
May 23, 2008  
Vancouver, BC



# **AGENDA**

## **FIFTH ANNUAL GENERAL MEETING**

**Canadian Association for School Libraries (CASL)**

**VANCOUVER, BC**

**May 23, 2008**

1. Call to order and Welcome
2. Quorum
3. Introduction of Head Table
4. Adoption of Agenda
5. Adoption of minutes – 4th CASL AGM, St. John’s NL, May 25, 2007
6. Annual Reports

Executive

*IMPACT* Newsletter Editor

SLiP/PiBS (School Library Information Portal/ Le portail d’information sur les bibliothèques scolaires) Editor

*SLIC (School Libraries in Canada)* Editor

Digital Update

7. Thank you and Acknowledgement to outgoing Executive
8. New Business
  - 8.1 Constitution and By-law changes
9. Welcome to new Executive
10. Adjournment



## Minutes

### FOURTH ANNUAL GENERAL MEETING

#### Canadian Association for School Libraries (CASL)

St. John's, NL  
May 25, 2007

1. Call to Order  
Sandra Hughes, President of CASL, called the meeting to order and welcomed those in attendance.
2. Verification of Quorum  
Vicki Pennell, CASL *IMPACT* Editor, verified quorum.
3. Introduction of 2006/2007 Executive and the Executive support members.  
The chair introduced these members.
4. Adoption of Agenda  
Moved by Dianne Clipsham, seconded by Rosemary Cochrane, approval of the agenda. Carried.
5. Adoption of Minutes -3<sup>rd</sup> CASL AGM, Ottawa, June 15, 2006  
Moved by Dianne Clipsham, seconded by Linsey Hammond, that the minutes of June 15, 2006, be accepted. Carried.
6. Reports  
Reports for the following positions were presented for information:
  - Executive
  - Publications Editorial Board
  - *IMPACT* Editor
  - *SLIC* Editor (*School Libraries in Canada* Editor)
  - SliP/PiBS Editor
  - Digital Update
7. Thank you and Acknowledgement to Outgoing Executive  
Sandra Hughes thanked Marlene Turkington, Past -President and Terri Lyons, Councillor for their leadership and contributions to CASL and CLA.

## 8. New Business

### 8.1 Constitution and By-law Changes

Moved by Mary Louise Mills, seconded by Mary Locke, that the changes to CASL Constitution Article 6.3 that have been distributed to the membership in writing and electronically more than fourteen days in advance of the AGM, be adopted.

Carried.

Moved by Mary Louise Mills, seconded by Violet Smotra-Cook, that the changes to CASL By-law #3, numbers 1,2,3,5 and 6 that have been distributed to the membership in writing and electronically more than fourteen days in advance of the AGM, be adopted.

Carried.

### 8.2 Nomination, voting and election of CASL Councillors 2007-2009

Dianne Clipsham nominated Violet Smotra-Cook as CASL Councillor for 2007-2009. Sandra Hughes asked for other nominations. Seeing none, Violet Smotra-Cook has been acclaimed CASL Councillor for 2007-2009.

## 9. Welcome to new Executive

Richard Beaudry introduced the new CASL executive for 2007-2008:

Sandra Hughes, Past-President

Richard Beaudry, President

Diana Gauthier, Secretary-Treasurer

Mary Louise Mills, Councillor

Violet Smotra-Cook, Councillor

## 9 Adjournment

### Addendum

The new CASL Constitution Article 6.3 shall read: The Officers shall consist of the President, the President-Elect, the Past-President and the Secretary-treasurer and three Councillors from the membership at large.

The changes to CASL By-law #3 are as follows;

1. The Officers shall consist of the President, the President-Elect, the Past-President, the Secretary-Treasurer and three Councillors-at-large.

2. The president shall serve a two year term.

3. The President-Elect shall serve the first year after election as President-Elect and the second and third years as President.

5. The Past-President shall serve a one-year term in office.

## **President Richard Beaudry**

The 2007-08 school year has been a transition year for CASL. Our work in the past few years has been one of advocacy across Canada on behalf of school libraries, teacher librarians, and provincial School Library Associations for increasing funds to school libraries so that each student in Canada has the advantage of a full time teacher librarian and an up to date library collection to assist them in learning the multiple literacy skills needed to be lifelong learners.

### **New Developments across Canada**

Saskatchewan has published a new document for school libraries: *Connections: Policy and Guidelines for School Libraries in Saskatchewan, 2008*. Part of the document refers to school library standards in *Achieving Information Literacy: Standards for School Library Programs in Canada*.

Ontario has launched the first draft of *Together for Learning: Transforming School Libraries in Ontario*. A committee of OSLA teacher librarians and a group from the Ministry of Education wrote it. It is considered a draft resolution at this time and they have now released it to the general membership. They are now in the process of reviewing it and to add or delete components. The committee is hoping to have the document approved as an official document by the Ministry by next fall.

Alberta Education is advertising a position for a resource manager who will work on several documents to write a new policy for school library standards for the province of Alberta. (The current document is from 1984.). This is a significant accomplishment of the hard work of many in this province to draw attention to the need for a re-evaluation/crisis of school libraries.

On October 22<sup>nd</sup>, 2007, the BC Ministry of Education invited the presidents of the BC Teacher-Librarians Association and CASL to participate in Library 2020 Symposium, a discussion on the future of library collaboration in BC.

The presidents of CASL and the BCTLA were also invited to participate in the Council of Ministers of Education of Canada (CMEC) Pan-Canadian Literacy Forum in Vancouver.

### **Advocacy**

A major part of our yearly activities is advocacy on behalf of school libraries, teacher librarians and school librarians.

Meeting with Heather Reisman from Chapters-Indigo.

Sandra Hughes, Past-President of CASL, had a meeting with Heather. They discussed her Love of Reading Foundation and advocacy for school libraries in Canada. We expressed interest in participating in her advocacy and explained our position within schools. The Writing on the Wall video from her Love of Reading foundation had a positive message about school libraries but only administrators or library technicians were interviewed. We indicated our willingness to participate in the process and she has responded favorably.

I met with the The Association of Library Consultants and Coordinators of Ontario (TALCO) and we have been invited to participate in the process of vetting the new school library document proposed by the Ministry of Education in Ontario. *Together for Learning: Transforming School Libraries in Ontario*. It is the first significant school library document proposed by a Ministry of Education in Canada since the 1990's.

We are in the process of putting the finishing touches to a copyright monograph for school libraries in Canada. We hope to have it ready for distribution, and sale through the CLA, before the end of this school year.

We are preparing a second edition of *Achieving Information Literacy: Standards for School Libraries in Canada*. We hope to have it ready for printing at the end of 2008 for a launch at the CLA Conference in 2009 in Montreal.

Like other divisions within the CLA we launched a new membership pamphlet at the CLA booth at the OLA/OSLA conference.

We continue to meet with CASL-PAC by teleconference twice a year plus one face-to-face meeting at the CLA Conference to support provincial associations and offer a means of discussion and dialogue at the national level.

### **CASL Collaboration**

We continued to work with Andy Giffen of the CLA staff on streamlining our online resources within the framework of the CLA website.

With my background in technology, I have assumed the role of liaison with Andy on the maintenance of the CASL website for the next two years.

We continue to use the listserv as a major communication tool with our membership. We have taken memberships in all provincial and territorial associations to keep informed with local and provincial issues.

We continue to meet by teleconference or face-to-face with CASL-PAC members to discuss advocacy and other issues.

CASL is part of the CLA Canadian Library Month Committee to coordinate our National School Library day within the CLM activities. More provinces and territories than ever have officially declared NSLD in October 2007.

As division president, I continue to meet with the CLA Executive Council in September and February. We changed our constitution at the St. John's, NL Conference in 2007 to have a two-year presidency of CASL to streamline our Executive with other CLA divisions.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard Beaudry". The signature is written in a cursive style with a large, prominent 'R' at the beginning.

Richard Beaudry  
CASL President  
May 2008

## **Past President Sandra Hughes**

As Past-President of CASL, my efforts in 2007-2008 have been focussed on advocacy. This has involved my work as Chair of CASL-PAC, with the CLA Executive director and the public relations firm Impact, a number of organizations and individuals across Canada and CASL Executive Council members to facilitate our Advocacy Strategic Plan. This plan came in to being as a direct response to the CASL-PAC number one priority, Advocacy. It is integrated into the CASL Strategic Action Plan. It has enabled CASL to begin to make a difference across Canada in a new way for children's learning through school libraries.

### **Major Achievements in Advocacy**

1. facilitation of sharing of information and action by the Canadian Association for School Libraries Provincial Advisory Council (CASL-PAC)
2. creation of an Advocacy Strategic Plan in collaboration with the public relations firm Impact, the CLA Executive Director and CASL Executive Council
3. support for individuals and organizations in their advocacy efforts for school libraries and literacy
4. connections with individuals and organizations interested in similar concerns i.e. literacy, copyright, research on school libraries
5. facilitation of school library awareness of and participation in the Council of Ministers of Education Canada (CMEC) Pan Canadian Literacy Forum and follow-up to it
6. meeting with Heather Reisman of Chapters-Indigo to discuss her Love of Reading Foundation and advocacy for school libraries in Canada
7. creation of a survey for MPPs across Canada to build their awareness of school libraries and their role in literacy and information literacy and to invite the MPPs to dialogue

Everything CASL does is ultimately advocacy. So the work I did to change the By-Laws to a presidential term of two years and to change the association meetings' quorum to eight members facilitates the advocacy that our current president will be able to do for school libraries. The efforts for copyright and strategic planning and changing the way CLA organizes its conferences all contribute to the work CASL does to advocate for school libraries and the work they do for children's literacy and learning.

Respectfully submitted,  
Sandra Hughes  
CASL Past –President  
May 2008

**Secretary-Treasurer**  
**Diana Gauthier**

As Secretary-Treasurer of CASL my tasks have involved coordinating meeting times, and setting agendas in consultation with the president, arranging meeting facilities and taking and publishing minutes for several teleconferences and two face-to-face meetings, at the CLA Conference in St. John's NL in June, 2007 and in Langley BC in late September 2007.

I continue to revise, as needed, the CASL Handbook which contains the CASL Constitution and By-laws and duties of the Executive.

A new CASL membership pamphlet to promote and explain CASL was designed and I arranged for the printing and delivery of these pamphlets. As of April 30, 2008, CASL has 207 members.

I attended the Ontario Library Association Superconference in Toronto in February 2008, assisting with a poster presentation to promote CASL, and representing CASL at the CLA booth and at school library conference meetings to raise awareness of CASL and to recruit new members.

I have approved and monitored expenses and created the CASL 2008 budget in cooperation with CLA accountant Linda Sawden-Harris and consulted with CLA Treasurer, Terri Tomchyshyn.

I have coordinated financial aspects of the CASL Awards, *Achieving Information Literacy, Standards for School Library Programs in Canada*, National School Library Day (NSLD), *School Libraries in Canada (SLIC)*, SLiP/PiBS, and the IMPACT Newsletter.

Included in this package are the financial statements for both CASL and *SLIC (School Libraries in Canada)*. Both CASL and SLIC are in a good financial position. CASL's *Achieving Information Literacy* sales have continued to be strong. We are mindful, however, of the need to create new sources of revenue and to continue to increase our membership base.

Respectfully submitted,  
Diana Gauthier,  
Secretary-Treasurer, CASL  
May 2008

CANADIAN LIBRARY ASSOCIATION  
CASL (431)  
STATEMENT OF ACTIVITY  
For the Period Ending March 31, 2008

	CURRENT MONTH	YEAR TO DATE	ANNUAL BUDGET
<b>REVENUE</b>			
Carry Forward from 2007	-	36,177	32,000
CLA Budget Allocation	-	12,630	12,630
Grants/Awards/Donations	-	-	300
Sales	160	587	4,000
Event Income	-	-	800
Other Income	-	-	-
<b>TOTAL REVENUE</b>	<u>160</u>	<u>49,394</u>	<u>49,730</u>
<b>EXPENSES</b>			
<b>GOVERNANCE:</b>			
GST-Governance	5	5	-
Travel and Meetings	-	-	7,400
Conference Calls	-	237	1,000
Office Expenses/Supplies	-	-	300
Telephone/Fax/Email	-	-	50
AGM Expenses	-	-	200
Postage	2	4	50
Miscellaneous	143	208	-
<b>TOTAL GOVERNANCE:</b>	<u>150</u>	<u>455</u>	<u>9,000</u>
<b>MEMBER SERVICES:</b>			
Member Communications	-	139	750
Newsletters	-	342	1,200
Other Publications	-	875	6,000
Workshops	-	-	500
Awards/Scholarships	-	-	700
Conference Program	-	-	2,000
Other Costs-Website	-	-	500
Other Costs -Non-Gov. Travel	-	407	2,000
<b>TOTAL MEMBER SERVICES:</b>	<u>-</u>	<u>1,763</u>	<u>13,650</u>
<b>OTHER PROJECTS:</b>			
Publications Editorial Board	-	-	5,500
Research Projects	-	-	2,000
Release Time	-	905	2,500
National School Library Day	-	425	1,000
Joint Projects	-	-	1,000
Memberships-Other Organizations	-	-	500
CASL-PAC Teleconference	-	-	700
SLIP/PIBS Technical Support	-	-	500
<b>TOTAL OTHER PROJECTS:</b>	<u>-</u>	<u>1,330</u>	<u>13,700</u>
GST Non-Governance	-	76	-
<b>TOTAL EXPENSE</b>	<u>150</u>	<u>3,624</u>	<u>36,350</u>
<b>NET INCOME/(LOSS)</b>	<u>10</u>	<u>45,770</u>	<u>13,380</u>

January 1, 2008 Opening Balance:	36,177
2008 Transactions to date:	<u>9,593</u>
March 31, 2008 Closing Balance:	45,770

**Councillor  
Mary Louise Mills**

As I complete my two-year term as CASL Councillor in May of 2008, I want to say how much I have enjoyed working with the executive – past and present. It has been a privilege to work for school libraries with people who are so dedicated to the task.

My primary areas of responsibility have been the National School Library Day (and by association, the Canadian Library Month), as well as various assignments that have arisen at executive meetings. Following are highlights of the past twelve months:

- Executive meetings:
  - Attended meetings in St. John's, NL in May 2007
  - Sent a report to the September 2007 meeting in Toronto.
  - Participated in all teleconferences.
  - Met informally with executive at the OLA Super Conference in Toronto, Jan. 31- Feb. 1, 2008
  
- National School Library Day (NSLD) 2007:
  - Sent out 2007 CLM posters to contributors of NSLD reports from 2006, as promised.
  - Contributed ideas and reports to the NSLD website.
  - Sent letters and bookmarks to all provincial/territorial ministers of education (under the signature of CASL President Richard Beaudry) requesting that they proclaim October 22, 2007 as National School Library Day.
  - Sent letters of thanks to those Ministers of Education who DID proclaim October 22<sup>nd</sup> as National School Library Day.
  - Reminded people of NSLD through the CASL listserv and CASL-PAC members, as well as ads for IMPACT and CLA DIGEST.
  - Attended a local NSLD event and took pictures.
  - Requested reports and pictures from celebrations of NSLD across the country.
  - Compiled these reports into an article for the winter issue of IMPACT.
  - Compiled a list of contributors of NSLD reports to send advance copies of posters for 2008.
  
- Canadian Library Month (CLM):
  - Communicated with Ann O'Keefe about our school library presence on the CLM Committee.
  - Continued on the sub-committee of the CLM Committee to draft activities.
  - Participated in six teleconference meetings.
  - Placed an order for 600 CLM (2007) posters on behalf of CASL.
  - Participated in the 2008 CLM theme and poster design selection.

- Other CASL activities:
  - Participated in all CASL-PAC teleconferences.
  - Submitted proposal for a poster session at the OLA Super Conference on Jan.31- Feb.1, 2008. Planned and executed this jointly with Diana Gauthier.
  - Submitted proposal for a poster session [and will present] at CLA in Vancouver – May 23, 2008.
  - Compiled updates for list of grants available to school libraries.

Respectfully submitted,

Mary Louise Mills  
May 2008

**Councillor  
Violet Smotra-Cook**

I was elected as the councillor responsible for membership. The main responsibility for this portfolio is to encourage individuals to purchase membership in one of the CASL membership categories, through our affiliation with CLA.

Knowing the importance of school libraries to all students in Canadian schools, and this being my first year on the executive, I needed to learn about the association's executive structure and how we promote ourselves.

I attended my first face-to-face CASL Executive meeting at the CLA conference in May in St. John's NL. Since then I was able to participate in all the face-to-face and teleconference meetings with the CASL Executive and the CASL-PAC teleconference meetings.

A Membership Recruitment and Retention Plan to acquire additional funds from CLA to promote and encourage CASL membership was created but unfortunately, CLA is no longer supporting this type of plan.

In January, with the help of the other CASL executive members and CLA staff Beverly Bard and Andy Giffen, I revised the membership brochure. This new brochure is now available from CLA and CASL Executive for promotion, and distribution at display sessions and/or presentations. I also arranged with President Richard Beaudry to have the new brochure posted on the new CASL web site. I have also perused the CLA and CASL membership web pages and requested changes to be made in accordance with the information outlined in our new membership brochure.

I arranged to have a membership reminder notice sent out through the CASL Listserv. In addition I have sent a message to the presidents or designates of the provincial and territorial school library associations of CASL-PAC requesting them to communicate the CASL membership information to their members.

On behalf of CASL, in April I attended the Council of Ministers of Education, Canada (CMEC) "Literacy: More than Words" forum. The Regina portion of the forum focused on Aboriginal literacy, however we also viewed a televised presentation from centres across Canada, which focused on a variety of aspects about what is happening with literacy in Canada. Attending this forum provided me with an opportunity to connect with individuals and local politicians concerned and involved with improving literacy skills for adults as well as our young people and children.

The biggest challenge for the upcoming year is finding innovative ways to promote CASL and acquiring additional members for our association.

Respectfully submitted,

Violet Smotra-Cook  
CASL Councillor  
May 2008

**Councillor  
Sheila Cooper-Simon**

As a Councillor for CASL, my activities for the past year have included participation with the CASL executive in ongoing online conversations or meetings throughout the year. I have participated in CASL face-to-face executive council meetings in Langley, BC and CASL-PAC teleconference calls.

My duties also included CASL Awards Committee Chair. Within that role, the following goals have been accomplished.

1. I sent out the call for nominations on three occasions to CASL-PAC listservs, including links to the nomination forms on the CLA-CASL website. I also reminded the CASL-PAC group in two teleconference calls of the call for nominations.
2. Once the CASL executive was told of the recipients for this year, I contacted them. I also contacted their nominators as required.
3. The CASL website will be updated to include this year's recipients, adding to the list established this year by Richard Beaudry.
4. I have confirmed the awards with CLA and they have the plaques ready for the awards ceremony.
5. I have confirmed Diana Maliszweski as the Follett Teacher-Librarian of the Year Award. The new Follett Teacher-Librarian of the Year Award replaces the previously named NBS Teacher-Librarian of the Year Award. The recipient receives reimbursement for flight, hotel, per diem, and plaque up to \$2000. These details have been shared with the recipient.
6. Margaret Stimson, recently retired Coordinator of Library Services, Pembina Trails School Division, Winnipeg, Manitoba, creator of the well-known Infozone model, and originator of the Manitoba School Library listserv will be in Vancouver to accept the Margaret B. Scott Award of Merit.
7. Donna DesRoches and Carlene Walter will be the recipients of the Angela Thacker Memorial Award for their work in Saskatchewan providing professional development to teacher-librarians through online work with wikis and courses that address ways in which Web 2.0 tools can be integrated into the learning objectives of school library programs.
8. I sent out press releases for all our CASL Award recipients.

Respectfully submitted,  
Sheila Cooper-Simon  
May 2008



Canadian Association for School Libraries

---

—  
CANADIAN ASSOCIATION FOR SCHOOL LIBRARIES (CASL)  
*328 Frank Street, Ottawa, Ontario K2P 0X8*

The Canadian Association for School Libraries is pleased to announce

*Margaret Stimson*

**as the 2008 recipient of the  
Margaret B. Scott Award of Merit**



The Margaret B. Scott Award of Merit honors an individual who has made an outstanding contribution to school librarianship at the national level.

Margaret Stimson, from Pembina Trails S. D. (previously Assiniboine South S.D.) in Winnipeg, Manitoba exemplifies the contributions made by an individual to support innovation within school library programming. With a focus on information literacy and all of the incumbent importance of social networking, both online and offline, her enthusiasm has influenced the direction of thought in school library practices within the education systems in which she has worked throughout her career. Within the province of Manitoba, she is well-known for administering the Manitoba School Library listserv which she initiated many years ago. Outside the province, through access to her Infozone site, she has

maintained a significant online audience for many years. Infozone is a problem-solving model/strategy that was widely adopted by the teachers in her own division and was a landmark of early implementation of information literacy models, both within and outside the province. Consequently, her voice has been one of continuous leadership within the developing field of ICT in relation to school libraries.

Margaret began her career as a classroom teacher and then moved on to a number of positions within education combining teacher-librarian, library consultant, gifted education coordinator, and computer coordinator positions in a number of ways...always with creative output. Her role as a mentor within own division as well as outside the division has included many years of speaking engagements, resource creations, and instruction. Margaret's career has been a model of how consideration for the diverse needs within the education system can best be served by school library programs and services.

Asked about her views for the future of school library and information services, Margaret has indicated that

- (1) Technology is a tool that can make school libraries stronger if the staffs in those centres learn how to use it effectively with teachers and students
- (2) School library personnel must take even greater ownership to understand the shifts that are happening in the field of education and to school librarianship in particular.
- (3) The profession needs to realize that the source of its "authority" or "credibility" lies in the ability of the school library program to influence student achievement. Within this mandate, the scope for imaginative development in school librarianship is limitless.

Margaret Stimson's career has been a model of dedication to a profession that has provided support and leadership to countless individuals. She is to be congratulated on the immense commitment of time and personal expertise which she has brought to the school library community in Canada.



Canadian Association for School Libraries

---

—  
CANADIAN ASSOCIATION FOR SCHOOL LIBRARIES (CASL)  
*328 Frank Street, Ottawa, Ontario K2P 0X8*

The Canadian Association for School Libraries is pleased to announce

*Donna DesRoches & Carlene Walter*

as the 2008 recipients of the  
Angela Thacker Memorial Award



The Angela Thacker Memorial Award honors teacher-librarians who have made contributions to the profession through publications, productions or professional development activities that deal with topics relevant to teacher-librarianship and or/information literacy.

Carlene Walter and Donna DesRoches have worked collaboratively to design a series of eight modules to help teacher-librarians learn how Web 2.0 tools could be used in their school library programs. The free online course they posted through the Saskatchewan School Library Association website was entitled *Meet The Stars: Books & Web 2.0*. Activities in which the tools of Web 2.0 were integrated were developed to focus on student achievement related to the learning objectives of school library programs.

The collaborative team hoped that teacher-librarians would gain understanding of the potential of the social Web within their profession, both as a tool supporting a community of professional learners and as a tool for students to use to become more information literate.

Participants in *Meet the Stars: Books & Web 2.0* indicated that the goals of the collaborative team had been met. Success was evident in the following ways. The modules were accessible to anyone online, engendered a passion for reading, highlighted the potential range of emerging technologies, and provided professional development that reflected the goals of a 21<sup>st</sup> century school library program.

Carlene and Donna have created a resource that exemplifies the far-reaching and positive effects of collaborative work. They are to be congratulated for their excellent contribution to professionalism within school libraries.



Canadian Association for School Libraries

---

—  
CANADIAN ASSOCIATION FOR SCHOOL LIBRARIES (CASL)

*328 Frank Street, Ottawa, Ontario K2P 0X8*

The Canadian Association for School Libraries is pleased to announce

*Diana Maliszewski*

as the 2008 recipient of the  
Canadian Association for School  
Libraries/Follett Teacher-Librarian of the  
Year Award



This award is presented to a school-based teacher-librarian who has made an outstanding contribution to school librarianship within Canada through planning and implementing school library programs, based on a collaborative model which integrates library and classroom programs.

Throughout her career as a teacher-librarian from 1996 to the present at Agnes Macphail P. S., Toronto District School Board in Scarborough, Ontario, Diana has engaged in many of the exemplary practices of

teacher-librarianship of the 21<sup>st</sup> century. Her contributions are evident in her students in whom she has instilled enthusiasm for books and passion for learning. She provides leadership within her school by planning and implementing research skills and integrated technology with her teaching partners. She strongly supports the Forest of Reading Program, both within her school and by serving on the Selection Committee.

Diana's commitment to collaboration and communication extends beyond the school walls. She works closely with the staff of the Parent Drop in Centre and opens the school library to pre-school children once a week for literacy activities. She works with a Family of Schools group to organize an author's day for eight schools. This year, she initiated and coordinated a Professional learning Community based on action-based research in school libraries for 24 teacher-librarians within her Family of Schools. Recently, she has taken on the role of managing editor for *Teaching Librarian*, within her role on the Ontario School Library Association Council. Diana actively promotes teacher-librarians wherever she goes. She provides workshops and participates in online discussions of support. Her presentations at drama, literacy and computer conferences have been well received outside of the school library community. Not surprisingly, she is often sought after as a mentor to new teacher-librarians.

Diana is an outstanding teacher-librarian in a myriad of ways, a well-deserving winner of the Follett Teacher-Librarian of the Year award.

***IMPACT* Editor**  
**Victoria Pennell**

Three issues of *IMPACT* have been published to date in the 2007-2008 year - Fall, Winter and Spring. The Fall issue was a 12-page and the mail-out included a copy of the CLA Canadian Library Month poster. The Winter and Spring issues consisted of 8 pages.

The newsletter contains news items from CASL and the provincial/territorial school library associations as well as national and provincial items of interest or relevant to school libraries. It also contains notices of up-coming conferences which would be of interest to teacher-librarians. We are still looking for in-put from the membership for articles for the newsletter and especially for the columns dealing with resources and members. While the one dealing with resources has been running in each issue we are having difficulty getting information for our "Who's Who" column so if you know of people who have moved into new positions, are serving on special committees, are involved in resource development, publication or other areas of note please let us know so that we can share that information with the total membership. The newsletter is a membership benefit and is mailed directly to members of CASL and also posted on the CASL e-community website.

I would like to thank everyone who has sent me items to include in the newsletter and would encourage all to continue to send along items of interest or suggestions for materials which should be included. It is only through your contributions that we can keep this newsletter up-to-date and relevant.

Respectfully submitted,  
Victoria Pennell, Editor  
*CASL IMPACT*  
May 2008

## **SLiP/PiBS Editor**

**Linsey Hammond**

### **SLiP/PiBS progress and developments in 2007-2008**

Linsey Hammond has managed the site for the past year and continues to actively promote it. She presented workshops on the content and navigation of SLiP/PiBS, access to SLIC and criteria outlined in *Achieving Information Literacy, Standards for School Library Programs in Canada* to the Part 1, 2 & 3 students in the School Librarianship program at OISE in July. (On July 23rd, there were 1093 visits to the SLiP site – the highest one day total to date!)

Linsey also made an advocacy presentation to OCDSB Secondary Teacher-librarians in February 2008 regarding SLiP/PiBS, *Achieving Information Literacy* and CASL membership. Linsey attended the annual general meeting of The Association of Library Co-ordinators of Ontario (TALCO), which highlighted the draft of a new Ontario document for school libraries, and the Ontario Library Association annual conference.

The move of SLiP/PiBS from the site of web manager, Ian Brown, to the CLA web site was completed by Andy Giffen (CLA staff) in the fall of 2007. The initial software used for the site – Gossamer Threads – has been maintained and has continued to allow remote management of the portal. Andy Giffen will act as web manager to update the front pages of SLiP and PiBS as requested on a bi-annual basis.

### **Links available:**

- A total of 473 links have been entered to date.

- A complete review and update of all links was completed in April 2007 - 55 existing links were revised.
- 50 new links were added between April 2007 and April 2008.

### **SLiP/PiBS users and links**

The most popular links were those relating to:

- the role of the teacher-librarian
- collection development policies
- academic honesty
- Thames Valley Guide to Research

### **Data from Webstat – web tracking service purchased for 2007- 08:**

- Tracking software (Webstat) shows that during the last year from April 2007 – April 2008, there were approximately 27,400 page views bringing 7,431 visitors. In March 2008, there were 1,970 page views and 541 visitors.
- Webstat demographics show that 63.4% of visits are Canadian, 11.7% are American, and the rest are from a global area including Australia, France, Turkey, Ireland, Portugal, Morocco, most of Europe, India and Hong Kong.
- The most visited areas of SLiP/PiBS are: School Library Programs, Standards and Policies, Advocacy and Management.

### **Financial Details**

Since CLA is now administering the SLiP / PiBS site, there is no longer a cost for the webmaster. There will be a continuing charge for Webstat of \$119.00 US per year.

Respectfully submitted,

Linsey Hammond

May 2008

***School Libraries in Canada (SLIC) Editor***  
**Richard Beaudry**

Since the AGM in 2007, the majority of the work done with *SLIC* was transferring all of the digital content from the University of Alberta server to the server of the Canadian Library Association (CLA) in Ottawa.

**Compatibility Issues**

Compatibility issues required that we take the content for all archived issues of *SLIC* and transfer them into a new format using software.

With the assistance of Andy Giffen, the webmaster for the CLA I was able to reformat all the content and upload all issues of *SLIC* onto the server in Ottawa.

Our commitment to our distributors was transferring our archived issues so that our clientele could continue to access articles from *SLIC*. Because of this focus we will have only one issue of *SLIC* published by the time the next AGM occurs. It is my hope that a second issue (Volume 26 Issue 4) will be available before the end of the school year.

**Issues published this year**

**No Title yet**

Volume 26 Issue 4 – Publication date: July 2008

**News from the Frontlines**

Volume 26 Issue 3 – Publication date: May 2008

**Past Online Issues Available**

The following issues are now available online in either html or pdf formats and in most cases both.

### **Online Issues**

#### **Intellectual Freedom and Social Responsibility: Building Understanding**

Volume 26, Issue 2

#### **SOURCES: A Compilation of Useful Information for Teachers & Teacher-Librarians**

Volume 26, Issue 1

#### **Media and Education**

Volume 25, Issue 4

#### **School Libraries Across Canada**

Volume 25, Issue 3

#### **Teacher/Teacher-Librarian Collaboration**

Volume 25, Issue 2

#### **Young People and Literature**

Volume 25, Issue 1

#### **Intellectual Freedom & Social Responsibility**

Volume 24, Issue 4

#### **The Profession of Teacher-Librarianship**

Volume 24, Issue 3

#### **Central Services and Leadership for School Libraries**

Volume 24 Issue 2

#### **For the Love of Books**

Volume 24, Issue 1

#### **Pour l'amour des Livres**

Volume 24, Issue 1

#### **Destruction of United Talmud Torah Grade School Library**

Volume 23, Issue 4

#### **Building a Diverse Collection**

Volume 23, Issue 3

***SLIC Sources:***

**SOURCES: A Compilation of Useful Information for Teachers & Teacher-Librarians**

Volume 23, Issue 2

Volume 21, Issue 3

Volume 20, Issue 3

Volume 19, Issue 3

Volume 18, Issue 2

***SLIC Management***

Working with Diana Gauthier, we continue looking for new partnerships in advertising.

We continue to send pdf copies to ProQuest Education Journals

Full-Text and

Wilson Education/Wilson Library Literature & Information Science to be indexed to their databases.

**Additional content**

In transferring the content, we added additional information in all our past issues, namely the names of the authors of submitted articles.

Some content may also be available in French though it is not required of all contributors. I continue to look for French contributors.

**Final Word**

We are still looking for guest editors and contributors. We are hopeful to be back on track next school year for the number of issues published.

Respectfully submitted,

Richard Beaudry

May 2008



CANADIAN LIBRARY ASSOCIATION  
SLIC (435)  
STATEMENT OF ACTIVITY  
For the Period Ending March 31, 2008

	CURRENT MONTH	YEAR TO DATE	ANNUAL BUDGET
<b>REVENUE</b>			
Carryforward from 2007		7,237	6000
Advertising	-	-	1,000
Grants/Awards/Donations	-	-	200
Royalties	-	58	800
	-	58	800
<b>TOTAL REVENUE</b>	-	<b>7,295</b>	<b>8,000</b>
<b>EXPENSES</b>			
Honorarium Guest Speakers	-	-	-
Travel and Meetings	-	424	1,000
Conference Calls	-	-	300
Office Expenses/Supplies	-	-	500
Miscellaneous	-	-	-
GST	-	10	-
	-	10	-
<b>TOTAL EXPENSES</b>	-	<b>434</b>	<b>1,800</b>
<b>2008 NET INCOME/LOSS:</b>	-	<b>6,861</b>	<b>6,200</b>

January 1, 2008 Opening Balance:	7,237
2008 Transactions to date:	(376)
March 31, 2008 Closing Balance	6,861

## **Digital Update**

### **Richard Beaudry**

In October 2007, CLA and its divisions (including CASL) launched a new website. We are still looking at fixing bugs and glitches and adding some of the information that was lost in the transfer of our assets from the old website to the new one. This transfer marks a turning point for CASL's presence online since we have joined with the rest of the CLA divisions in formatting our website. Previous to this, CASL maintained a stand-alone website with a different format than the CLA and its divisions.

I worked with the CLA technology committee under the leadership of Andy Giffen and Judy Green to decide on the format we would use as an association and its divisions. Our choice was nearly unanimous and the new look is professional and informative.

Other important changes that have occurred are our direct access to the CLA server that permits the CASL webmaster to upload information to the SLIC and NSLD websites without going through the CLA.

I am committed to being the webmaster for CASL for the next two years to continue working with the CLA technology committee and receive training to work with the software used to design the CLA website and its division websites. The software used was created by an independent company and has proprietary components that need to be understood before divisions can gain access to their respective websites within the existing CLA framework.

I have continued to post information from the executive as well as news of interest to our membership through the CASL listserv. This year I am pleased to announce that Donna DesRoches has joined me in posting information on the listserv.

In 2007-08 we continued our policy of keeping in touch with provincial associations by subscribing to provincial listservs and passing along information. We post information to the CASL-PAC listserv so that we can keep in touch with provincial and territorial association executives across Canada.

With new technology comes new ways of communication and three online professional networks have been created that members of the executive have joined.

### **The Teacher Librarian Network**

With nearly 1500 teacher librarians and school library media specialist across North America and a few from overseas, the Teacher Librarian Network is the oldest and most prominent online community for teacher-librarians and other educators. Created by Dr. Joyce Valenza in the US, it offers groups, discussions and forums for literacy experts to discuss school library related matters. Many teacher librarians across Canada have joined this network.

<http://teacherlibrarian.ning.com/>

## **Library Networking Group**

In March 2008, the *Library Networking Group* (LNG) was launched in Canada. It is somewhat like the Teacher Librarian Network but is only for Canadian Library professionals, including teacher librarians and library technicians. It offers articles, archives, forums, blogs, networking groups, vendor links, job postings, webcasting and podcasting.

[http://www.libraryng.com/user\\_registration?destination=og](http://www.libraryng.com/user_registration?destination=og)

## **BC Literacy Forum**

Launched after the Pan-Canadian Literacy Forum April 13 to 15, 2008, this online community is an opportunity for literacy organizations, teachers, teacher librarians, parents and other stakeholders in literacy education in Canada to join together. It offers discussions, groups, resources, photos and videos.

I have joined all three to keep our members informed on discussions pertaining to school libraries and literacy education in Canada.

<http://www.bcliteracyforum.ca/>

## **Advocacy**

Finally, we continue to promote conferences and institutes across the country on the CASL website and listserv so that teacher librarians can meet and exchange information.

Respectfully submitted,

Richard Beaudry  
CASL Webmaster  
May 2008

# CASL Constitution

## Canadian Association for School Libraries

### Article 1: Name

1. The name of this body shall be: Canadian Association for School Libraries, a Division of the Canadian Library Association.
2. In this constitution and these bylaws this body is hereinafter referred to as the "Division" or "CASL" or as such and the Canadian Library Association is referred to as the "Association" or "CLA" or as such.

### Article 2: Objectives

The objectives of the Division shall be:

- to provide a national voice for school libraries;
- to promote excellence in all aspects of school libraries;
- to provide members with opportunities for professional growth;
- to promote all forms of literacy including information literacy (skills and abilities in research, comprehension and dissemination) among Canada's youth, through the formal school system;
- to unite library and media personnel and other interested parties in furthering and improving school library media service throughout Canada;
- to provide for the exchange of ideas and experience among members;
- to co-operate with internal and external groups and organizations in the advancement of education and librarianship and library, information and media services; and
- to support and promote the objectives of the Canadian Library Association.

### Article 3: Membership

Membership in the Division shall be in two categories:

1. members of the Canadian Library Association interested in the objectives of the Division, and
2. members in good standing of such associations as may from time to time be ratified by the Council of the CLA so as to be eligible, according to the provisions of the bylaws of the CLA, for Corresponding Membership in a Division of the CLA.

### Article 4: The Canadian Library Association

The Canadian Association for School Libraries is a division of the Canadian Library Association. The provisions of this constitution and the bylaws of the Division shall be in agreement and shall not conflict with the constitution and bylaws of the Canadian Library Association. The Canadian Association for School Libraries shall have authority to act for the Canadian Library Association as a whole on all matters determined by the Council of the Canadian Library Association to be the responsibility of this Division.

### Article 5: Division

The Division may have Sections representing specific interest fields.

1. Sections shall be basic components of the Division and not autonomous units. Each Section shall have elected officers and a constitution and bylaws, which

- shall be in agreement with and not in conflict with the constitution and bylaws of the Division. A Section shall have authority to act for the Division as a whole on all matters determined by the Executive Council of the Division to be the responsibility of the Section.
2. The role and purpose of the Sections is to support the objectives of the Division through member participation in special interest fields and to provide for the exchange of ideas and experiences among members.

#### **Article 6: Management**

1. Management of the Division shall be vested in the Executive Council.
2. The Executive Council of the Division shall be composed of the elected officers of the Division, the Past President of the Division, and the President and Executive Director of the Canadian Library Association *ex-officio*.
3. The Officers of the Division shall be the President, President-Elect, the Past President, the Secretary-Treasurer and two Councillors from the membership at large.
4. All members of the Executive Council, with the exception of the CLA's Executive Director, shall be personal members or the vote-holders of institutional members of the Canadian Library Association in good standing.
5. The CASL Executive Council shall be the legislative body of the Division. It shall determine all policies of the Division and its decision shall be binding upon the Division, its Officers and its constituted bodies, provided that the membership of the Division may set aside any action of the Executive Council by a three-fourths vote at any general meeting of the Division, or by three fourths vote by mail or secure electronic voting in which at least one-fourth of the voting members of the Division have voted. Such vote by mail shall be held upon petition of twenty-five members of the Division.

#### **Article 7: Amendment of the Constitution**

1. The CASL Executive Council or twenty-five voting members of the Division may propose amendments to this Constitution. Proposed amendments shall be submitted to the President in writing not less than sixty days before the Annual General Meeting.
  - a. All proposed amendments shall be considered legitimate unless, on the advice of the Canadian Library Association or its Solicitor, they are found to be contrary to the laws of Canada or to the Constitution or Bylaws of the Canadian Library Association.
  - b. Where proposed amendments are ruled illegitimate, the sponsors of the amendment shall be duly notified in writing by the President.
  - c. All legitimate amendments shall be distributed to the membership not later than fourteen days prior to the Annual General Meeting.
  - d. To be passed, an amendment to the Constitution shall require a two thirds vote of the members present and voting at the Annual General Meeting. It shall not be enforced or enacted until approval is obtained from the Council of the Canadian Library Association.

#### **Article 8: Amendment of the Bylaws**

1. The CASL Executive Council or twenty-five voting members of the Division may propose amendments to the Bylaws. Proposed amendments shall be submitted to the President in writing not less than sixty days before the Annual General Meeting.
2. The Executive Council shall review all proposed amendments and shall submit legitimate amendments to the Annual General Meeting.

- a. All proposed amendments shall be considered legitimate unless, on the advice of the Canadian Library Association or its Solicitor, they are found to be contrary to the laws of Canada or to the Constitution of the Division, or to the Constitution or Bylaws of the Canadian Library Association.
  - b. Where proposed amendments are ruled illegitimate, the sponsors of the amendments shall be duly notified in writing by the President.
  - c. All legitimate amendments shall be distributed to the membership no later than fourteen days prior to the Annual General Meeting.
3. To be passed, amendments to the bylaws shall require a majority vote of the members present and voting at an Annual General Meeting. It shall not be enforced or acted upon until approval has been obtained from the Council of the Canadian Library Association.

#### **Article 9: Editorial Changes to the Constitution and Bylaws**

1. The CASL Executive Council may make such editorial or grammatical changes in this Constitution or the CASL Bylaws as do not change their substance and meaning. These changes shall take effect upon their approval by the CLA Executive Council.

#### **Article 10: Dissolution**

1. The CASL Executive Council or twenty-five voting members of the Division may propose dissolution of the Division. Proposals for dissolution shall be submitted to the President in writing not less than sixty days before the Annual General Meeting.
2. All proposals for dissolution shall be considered legitimate unless, on the advice of the Canadian Library Association or its Solicitor, they are found to be contrary to the laws of Canada, or to the Constitution of the Canadian Library Association.
3. Where proposals for dissolution are ruled illegitimate, the sponsors of the proposals shall be duly notified in writing by the President.
4. All legitimate proposals for dissolution of the Division shall require a two thirds vote of the members present and voting at the Annual General Meeting.
5. If such a proposal is passed, it shall be subject to confirmation. If the number of votes at the Annual General Meeting in favour of the proposal to dissolve equals or exceeds two-thirds of the full membership, the proposal will be deemed to have been confirmed and no further voting is required. If the number of votes at the Annual General Meeting in favour of the proposal to dissolve is less than two-thirds of the full membership, the vote to dissolve must then be presented to the full membership by mail or secure electronic voting for confirmation or rejection. The recommendation must be supported by two-thirds of the responding members.
6. In the event of the dissolution of the Canadian Association for School Libraries, the Council of the Canadian Library Association shall be empowered to act as trustees on the Division on its behalf.

# By-Laws

## Canadian Association for School Libraries

### Bylaw 1: Membership Eligibility

Members of the Canadian Library Association may enrol as members of the Division without payment of a membership fee other than that charged by the CLA, if the member chooses, in conjunction with his membership in the CLA, membership in the Division as provided in the Bylaws of the CLA, or in other cases, on payment of the required fees.

There are two categories of membership:

1. Full CLA member, as classified in the CLA's Constitution and Bylaws;
2. Corresponding member:
  - a. Corresponding membership is open to individuals only. Vendors, school boards, school trustees (as a collective board) are not eligible for corresponding membership.
  - b. Corresponding membership is open to practicing or retired teacher librarians, school librarians or teachers at the elementary or secondary school level.

### Bylaw 2: Membership Rights and Restrictions

1. There are no restrictions on full CLA members.
2. Corresponding members have the following rights:
  - a. The right to serve on CLA Committees;
  - b. The right to vote in CASL elections;
  - c. The right to vote on CASL Constitution and Bylaw amendments;
  - d. The right to vote on CASL Resolutions at CASL Annual General Meetings;
  - e. The right, upon the payment of the usual fees if any, to join CLA Interest Groups;
  - f. The right to the schedule of benefits as approved by the CLA's Executive Council from time-to-time.
3. Corresponding members do not have the following rights:
  - a. The right to vote on amendments to the CLA Constitution and Bylaws;
  - b. The right to vote on Resolutions at the CLA's Annual General Meeting;
  - c. The right to be a member of another CLA Division;
  - d. The right to hold elected office.

### Bylaw 3: Officers

1. The Officers shall consist of the President, the President-Elect, the Past-President, the Secretary-Treasurer and three Councillors-at-large.
2. The President shall serve a two year term. The president shall be the Chief Executive Officer of the Division and shall preside at all meetings of the CASL Executive Council and of the Division without any right to vote except in the case of a tie. The President shall be a member *ex officio* of all committees struck by the Division.
  - a. The President shall be the official representative of the Division.
  - b. By virtue of the office, the President shall serve on the Council of the Canadian Library Association according to the Constitution and Bylaws of CLA.
  - c. The President shall, with direction and approval by the CASL Executive Council, plan and direct Division programmes. The President will

- present the annual report of the Division to the CASL Annual General Meeting and to the Council of the Canadian Library Association.
3. The President-Elect shall serve the first year after election as President-Elect and the second and third years as President. The President-Elect shall, in the absence or disability of the President, perform such duties and exercise such powers of the President as may be assigned by the CASL Executive Council.
    - a. The duties of the President-Elect shall be determined and assigned by the President with the assistance and approval of the CASL Executive Council.
    - b. A President-Elect who succeeds to the Presidency in mid-term shall continue in that office for a further term.
  4. The Secretary-Treasurer shall serve for a term of two years. The Secretary-Treasurer shall record the minutes of all meetings and ensure that copies are distributed promptly to all members of the Executive Council and shall also be responsible for the development of an annual budget, the maintenance of accurate records of expenditure of funds allocated against that budget, the correspondence and notice of meetings of the Division, and for an annual report to the membership on those matters.
    - a. The President and the Secretary-Treasurer shall be the signing officers of the Division.
  5. The Past-President shall serve a one year term in office. The Past-President shall, upon taking that office, automatically assume the position of Chair of the Committee on Committees, and shall also perform such duties as directed by the President or assigned by the CASL Executive Council.
    - a. If a President does not complete a normal term-of-office and thus does not move into the office of Past-President, the CASL Executive Council shall appoint an eligible member in good standing to serve as Past-President. If possible, the appointment shall come from the list of former Presidents.
  6. Councillors-at-large shall serve for a term of two years with terms to be rotated so that one Councillor shall be elected each year. The Councillors-at large shall perform such duties as directed by the President or assigned by the CASL Executive Council.

#### **Bylaw 4: The Executive Council**

1. The CASL Executive Council shall be composed of the Officers.
2. The CASL Executive Council shall meet at least twice yearly at such time and place to be determined by the Chair, provided that four weeks' written notice of such meeting shall be sent to each member of the Executive Council. In addition, meetings may be held at such time and place as may be chosen by a quorum of the Executive Council provided that 10 days written notice shall be sent to each member of the Executive Council. No formal notice for any meeting of the Executive Council shall be necessary if all members thereof are present at the meeting or waive notice thereof in writing. The Executive Council may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Executive Council fixing the place and time of such a regular meeting shall be sent to each member of the Executive Council forthwith after being passed, and thereafter no other notice shall be required for any such regular meetings.
3. Electronic media meetings of Council may be held, provided that all Council members consent to such a meeting, and that the media used permit all Council members to hear or otherwise communicate effectively with everyone

else at all times during the meeting. Council may also deliberate and make decisions via electronic mail, electronic discussion groups or other electronic media, provided that all Council members consent to the decision-making process, that the media used permit all Council members to communicate effectively with everyone else, and that sufficient time is permitted for all Council members to participate.

4. A quorum of the Executive Council shall consist of four members.
5. The term of office of the Executive Council shall begin and end with the termination of the Annual General Meeting.
6. Before taking office on the CASL Executive Council, Councillors who are not already full CLA members must become full CLA members. Those who do not do so automatically vacate their position on the CASL Executive Council.
7. If any vacancy, however caused, occurs in any or all of the offices of the President-Elect, Secretary-Treasurer or Councillor-at-large more than 90 days prior to the expiration of the term of the office vacated, the remaining members of the Executive Council shall by resolution fill the vacancy with a personal member in good standing of the Division for the remainder of the term of office.

#### **Bylaw 5: Non-Executive Positions**

1. There shall be a position known as "SLIC Editor" or equivalent, responsible for the publication of the electronic journal of the Division, and reporting to the CASL Executive Council.
2. There shall be a position known as "CASL Impact Editor" or equivalent, responsible for the member communication publication of the Division, and reporting to the CASL Executive Council.
3. There shall be two positions, one known as SIIP editor, responsible for the maintenance and renewal of the SIIP and PiBS portals, the other, known as Webmaster, and both reporting to the CASL Executive Council.

#### **Bylaw 6: Elections**

1. Prior to November 1 of each year, the Chair of the Committee on Committees shall designate a Nominating Committee of three members, one of whom may be a member of the Executive Council, excluding the President and President-Elect.
2. Nominations shall be requested by the Nominating Committee from the Membership in accordance with the deadline for Nominations as set by the Canadian Library Association.
3. Such nominations must be sponsored by no fewer than three personal members of the Division and have approval of the nominee in writing as to his/her willingness to stand for election.
4. The President and members of the Nominating Committee shall be ineligible for nomination to any elected office.
5. Where fewer than two persons are nominated for an executive office, the Nominating Committee shall make every effort to nominate additional candidates and secure their written consent to stand for election to guarantee an election. If possible, a contested election for every position will take place.
6. The Nominating Committee shall present to the CASL Executive Council, no later than April 1 of each year, the names of all nominees together with their written consent.  
If the nominating committee receives only one nomination for a vacancy by the deadline for nominations, the nominee shall be declared elected.

7. The CASL Executive Council shall cause a ballot of the membership to be undertaken, no later than one month prior to the Annual General Meeting of the Division. A ballot accompanied by biographical sketches of all nominees will be used. Ballots shall be marked by the voters and returned as instructed on the ballot. Every effort shall be made to ensure that only personal and institutional members of the Division have voted and that the secrecy of the ballot has been maintained. Secure electronic voting that meets the foregoing requirements for secrecy is permitted.
8. The Executive Director of the Canadian Library Association, or his/her designate, shall supervise the counting of the ballots. The candidates receiving the highest number of votes cast for each office shall be elected. The Executive Director, or his/her designate, shall inform the Chairperson of the Nominating Committee of the results. The Chairperson of the Nominating Committee, in turn, will ensure that these results are announced to the membership at the Annual General Meeting.

#### **Bylaw 7: Committees**

1. There shall be a Committee on Committees, chaired by the Past-President of the Division and appointed by the CASL Executive Council. It shall establish such Committees as are necessary to carry out the work of the Division.
  - a. The Committee on Committees shall establish the name, terms of reference and membership of all such committees and report same to the CASL Executive Council. All committee appointments are subject to ratification by that body.
2. Each committee requiring financial assistance from the Division shall submit a budget for approval by the Executive Council complete with a detailed outline of need.
3. Committees will be required to submit reports to the Annual General Meeting and these should be received in time for inclusion in the agenda of that meeting.
4. There shall be two types of Committees:  
Standing Committees are those that deal with activities that require continuity. These committees require terms of reference that anticipate the need for a smooth overlap of membership terms. Ad hoc Committees are those that are created for special needs. These committees must have fixed terms of reference. Normally, they will be dissolved when their report has been received and accepted by the Executive Council.
5. Any Committee may be dissolved by the Executive Council at any time.

#### **Bylaw 8: Meetings**

1. The Annual General Meeting of the Division shall be held at a time and place, related closely to the time and place decided for the Annual General Meeting of the Canadian Library Association, as determined by the CASL Executive Council, in order for members to receive annual reports of the Officers. A quorum shall consist of the current CASL Executive Council members plus an equal or greater number of voting members present.
2. The CASL Executive Council shall have the power to call special general meetings at any time and the President, on written request of fifty voting members, shall call such a special meeting. Special meetings may be held at any place, but the general membership must be advised in writing of the meeting at least fourteen days before it is to be held. A quorum shall consist of the current CASL Executive Council members plus an equal or greater number of voting members present.

3. Publication of notices in membership printed publications, membership electronic publications, and/or by electronic methods, shall be sufficient to fulfill the requirements of notice.
4. All meetings of all component bodies of the Division shall be open to all members of the Division and to all meetings of the Canadian Library Association to attend, to observe, and on invitation, to participate. From time to time, the CASL Executive Council may declare certain meetings or portions of meetings of the Division and its committees to be *in camera*.
5. Voting at all meetings of the Division and of any of its committees shall be by show of hands unless a vote by ballots is demanded by the majority of the members present. Each member shall be entitled to one vote.

