



**CANADIAN ASSOCIATION OF PROFESSIONAL ACADEMIC LIBRARIANS (CAPAL)**  
**ASSOCIATION CANADIENNE DES BIBLIOTHÉCAIRES EN ENSEIGNEMENT SUPÉRIEUR (ACBES)**  
**AGENDA**  
**Annual General Meeting**  
**JUNE 2<sup>ND</sup>, 2025**

**Note:** All enclosures attached and will be archived in the [CAPAL2025 AGM Enclosures](#). For a full list of enclosures, see Appendix.

Agenda

1. Call to order
2. Approval of the agenda.  
**Motion:** To approve the agenda.
3. Approval of the minutes of the AGM held June 18<sup>th</sup>, 2024. (**Enclosure #1**)  
**Motion:** To approve the minutes of the AGM held as presented.
4. Welcome and introduction of the directors, officers, standing committee chairs, and community of practice facilitators.
5. Board of Directors Annual Report. (**Enclosure #2**)  
**Motion:** To receive the report of the board as presented.
6. Financial Report.
  - a. Report of the Treasure (as per Bylaw 3.8). (**Enclosure #3**)
  - b. Approval of the projected budget for 2025. (**Enclosure #4**)  
**Motion:** To approve the projected budget for 2025 as presented.
7. Business arising.
8. New business:
  - a. Results of election of directors and the introduction of the new Board members. (Nominations Committee) (**Enclosure #5**)  
  
As per bylaw 6.5, “Directors shall be elected annually by the members. The Nominations Committee will conduct online elections during the first three weeks of March of each year. Results of the election will be announced at the Annual General Meeting and at each succeeding annual meeting at which an election of directors is required.”

**Motion:** To ratify the election results.

- b. Presentation of the Terms of Reference for the CAPAL Conference Planning Committee (**Enclosure #6**)

**Motion:** To approve the Terms of Reference for the Conference Planning Committee as presented.

- c. CAPAL Awards Ceremony

**Motion:** That the CAPAL Awards recipients be publicly announced and honored in recognition of their accomplishments.

- d. CAPAL By-Laws Updates (**Enclosure #7 and #8**)

- i. French acronym has been updated. The entire document will be translated into French.

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

- ii. 5.2 Place of Members' Meetings

- Explicit online meeting option has been added.

Updated section: Subject to compliance with Section 159 (1) ([Place of Members' Meetings](#)) of the Act, meetings of the members may be held at any place within Canada **and online** determined by the board

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

- iii. 7.3 Notice of Meeting of Directors

- Explicit language for reasonable notice has been added.

Updated section: **Reasonable notice of a minimum of 48 hours** and place for the holding of a meeting of the board shall be given as prescribed by a resolution of the board.

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

- iv. 8.2 Appointment of Officers

- Webmaster has been added as an officer as they should be in attendance for board meetings.

Added section: **Webmaster: The Webmaster, if appointed, who need not be a director, shall have such powers and duties as the board may specify by resolution.**

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

- v. 9.1.1 Nominating Committee

- Language has been changed for clarity and to accommodate fewer members.

Original version: “The Nominating Committee will be comprised of the chair, the past chair, a director (as liaison with the board), and five (5) regular members of the Corporation.”

Updated version: “The Nominating Committee will be comprised of the chair of the committee, a director (as liaison with the board), up to five (5) regular members of the Corporation, and the past chair of the Nominating Committee if available.”

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

vi. 10.1 Student chapters

- Minimum number has been changed from 5 to 2 to accommodate fewer members.

Updated section: “Any group of two (2) or more students who are student members including one designated as a coordinator may petition the board for recognition as a student chapter.”

**Motion:** To approve the amendment in CAPAL By-Laws as proposed.

9. Reports of the standing committees.

a. Update to Editors of CJAL Terms of Reference (**Enclosure #9**)

**Motion:** That the Editors of CJAL Terms of Reference be received as presented.

b. Presentations, questions, and answers. (**Enclosures #10-19**)

- i. Administrative Committee (**Enclosure #10**)
- ii. Advocacy Committee (**Enclosure #11**)
- iii. Awards Committee (**Enclosure #12**)
- iv. Communications Committee (**Enclosure #13**)
- v. Education & Professional Development Committee (**Enclosure #14**)
- vi. Membership Committee (**Enclosure #15**)
- vii. Publications Committee (**Enclosure #16**)
- viii. Research & Scholarship Committee (**Enclosure #17**)
- ix. Social Justice Committee (**Enclosure #18**)
- x. Student Committee (**Enclosure #19**)

**Motion:** That the reports of the standing committees be received as presented.

10. Other business.

11. Closing remarks.

12. Adjournment.

Access to enclosures listed for the AGM 2024 are available in the [CAPAL2025 AGM Enclosures](#).

**Enclosures:**

<b>Enclosure</b>	<b>Filename</b>	<b>Description</b>
Encl. #1	1_CAPAL AGM 2024_Minutes	Minutes of the CAPAL2024 AGM.
Encl. #2	2_2025_CAPAL_Board of Directors Annual Report	Report of the Board, 2024-2025
Encl. #3	3_2025_CAPAL_Financial Report for Fiscal Year 2024	Report of the Treasurer to the 2025 AGM
Encl. #4	4_2025_CAPAL_Proposed Budget	Projected budget for 2025
Encl. #5	5_2025_CAPAL_Nominations Committee Annual Report	Report of the Nominations Committee to the 2025 AGM
Encl. #6	6_CAPAL_TOR Standing Committee on Conference Planning	Terms of Reference for the CAPAL Conference Planning Committee
Encl.# 7	7_CAPAL_By-Laws_2025 Changes Highlighted	CAPAL By-Laws Update (changes are highlighted in the document)
Encl. #8	8_CAPAL_2025_List of By-Laws Changes	List of the changes done in CAPAL By-Laws
Encl. #9	9_CAPAL_TOR CJAL Editors_August 2024	Update to Editors of CJAL Terms of Reference
Encl. #10	10_2025_CAPAL_Administrative Committee Annual	Report of the Administrative Committee to the 2025 AGM.

	Report	
Encl. #11	11_2025_CAPAL_Advocacy Committee Annual Report	Report of the Advocacy Committee to the 2025 AGM.
Encl. #12	12_2025_CAPAL_Awards Committee Annual Report	Report of the Awards Committee to the 2025 AGM.
Encl. #13	13_2025_CAPAL_Communications Committee Annual Report	Report of the Communications Committee to the 2025 AGM.
Encl. #14	14_2025_CAPAL_Education and Professional Development Committee Annual Report	Report of the Education & Professional Development Committee to the 2025 AGM.
Encl. #15	15_2025_CAPAL_Membership Committee Annual Report	Report of the Membership Committee to the 2025 AGM.
Encl. #16	16_2025_CAPAL_Publications Committee Annual Report	Report of the Publications Committee to the 2025 AGM.
Encl. #17	17_2025_CAPAL_RSC Committee Annual Report	Report of the Research & Scholarship Committee to the 2025 AGM.
Encl. #18	18_2025_CAPAL_Social Justice Committee Annual Report.docx	Report of the Social Justice Committee to the 2025 AGM.
Encl. #19	19_2025_CAPAL_Student Committee Report	Report of the Student Committee to the 2025 AGM.

**Current STANDING COMMITTEES:**

Advocacy Committee (confirmed by the Board, 2015-10-16)

The Advocacy Committee is a standing committee of CAPAL/ACBES with a mandate to advocate for the rights, professional autonomy and interests of academic librarians; to research and develop informed opinions which may be used in communications with members and the public; and to work with the standing committees, the Board of Directors and external organizations in the promotion and advancement of issues and causes.

Awards Committee (confirmed by the Board, 2024-04-23)

The Awards Committee is a standing committee of CAPAL/ACBES with responsibility for and oversight of the CAPAL/ACBES annual Awards: The Early Career Researcher Award, the Student Paper Award, and the Contributions to the Association Award.

Communications Committee (confirmed by the Board, 2017-04-21)

The Communications Committee is a standing committee of CAPAL/ACBES. The Committee coordinates both internal and external communications related to the activities of the Association. The Committee also shares information of interest to professional academic librarians in Canada. The Committee strives to provide communications in both official languages, French and English.

Education and Professional Development Committee (confirmed by the Board, 2017-04-21)

The Education and Professional Development Committee is a standing committee of CAPAL/ACBES, with a mandate to share educational and professional development opportunities with current library students and academic librarians in Canada, to raise awareness of issues regarding the current state of library education in Canada, and to monitor accreditation process in Canadian library education and seek out opportunities for CAPAL/ACBES involvement.

Membership Committee (confirmed by the Board, 2016-07-15)

The Membership Committee is a standing committee of CAPAL /ACBES responsible for the development of the association's membership at large.

Publications Committee (confirmed by the Board, 2017-09-12)

The Publication Committee is a standing committee of CAPAL/ACBES with responsibility for and oversight of the official external CAPAL/ACBES publications. The committee shall oversee the publication of the *Canadian Journal of Academic Librarianship / Revue canadienne de bibliothéconomie universitaire*; collect and post conference proceedings to the CAPAL/ACBES website, and undertake other externally focused, publication-related activities, as determined.

Research and Scholarship Committee (confirmed by the Board, 2017-01-13)

The Research and Scholarship Committee is a standing committee of CAPAL/ACBES, with a mandate to support, advance and promote the diverse research, scholarship and creative activities of Canadian professional academic librarians, and the right of all such librarians to

engage in these activities, which are essential contributions to the advancement of knowledge and society.

Social Justice Committee (formerly Diversity and Equity Committee) (confirmed by the Board, 2016-05-20)

Social Justice Committee is a standing committee of CAPAL /ACBES dedicated to diversity and equity in academic librarianship and is committed to creating and maintaining an atmosphere of inclusion and respect in a safe and nurturing environment. It shall work to identify and address issues of social justice encompassing but not limited to race, sexuality, religion, mental health, and ability as they relate to the library profession and its multiple constituencies.

Student Committee (confirmed by the Board, 2016-07-15)

The National Student Committee is a standing committee of CAPAL /ACBES Board, representing, supporting and advocating for student members of CAPAL/ACBES as well as emerging professionals.