

**Clicklaw Wikibooks Advisory Committee
Terms of Reference
(Approved Final Version)**



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AUTHORS

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APPROVALS


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1. ROLE OF THE ADVISORY COMMITTEE

The role of the Advisory Committee is:

- To provide input and feedback on Clicklaw Wikibooks.
- To provide different and critical perspectives to Clicklaw Wikibooks
- To help Clicklaw Wikibooks achieve its goals using the influence and expertise of Committee members.
- To help Clicklaw Wikibooks shape and align with strategies within the PLEI sector.
- To consider and comment on any recommendations for changes to Clicklaw Wikibooks that:
 - may have a high impact on Clicklaw Wikibooks' goals
 - may have a high impact on user experience.

** Update April 23, 2015: Goals for Clicklaw Wikibooks were agreed to and enumerated at the first meeting of Advisory Committee. See Schedule A.*

Recommendations that are “high impact” may involve advances in technology, proposed titles from new or existing authors or organizations, changes in PLEI, meeting evolving user needs, etc.

As a project operated by CLBC, Clicklaw Wikibooks and the work of the Advisory Committee are subject to CLBC’s mandate, governance and budget.

2. RESPONSIBILITIES OF THE ADVISORY COMMITTEE CHAIR

The Advisory Committee will have a Chair, who shall be appointed by CLBC. Should the appointed Chair be unable to attend a meeting, a representative of CLBC will serve as Chair.

The responsibilities of the Advisory Committee Chair are as follows:

- Sets the agenda for each meeting and solicits input on the agenda from members as needed.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less.
- Encourages broad participation from members in discussion by ensuring all perspectives are heard.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with persistently absent members
- Finds replacements for members who discontinue their participation.

3. RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS

Individual Advisory Committee members have the following responsibilities:

- Understand the goals of Clicklaw Wikibooks.
- Understand the merits of “wiki” and “wikibooks” technologies as open-source solutions for producing collaborative content in multiple formats.
- Develop and bring forward suggestions for Clicklaw Wikibooks that reflect the best interests of the Clicklaw Wikibooks project.
- Review and analyze proposed recommendations.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Advisory Committee documents.

- Voice concerns about Clicklaw Wikibooks, including individual titles, as they arise.
- Support open discussion and debate, and encourage fellow Advisory Committee members to voice their insights.
- Respond to meeting invites and Advisory Committee communications in a timely manner, and inform the Chair as soon as possible if they can not attend a meeting.

4. GENERAL

4.1 Membership

The Advisory Committee shall consist of 5-7 volunteer members recruited and selected by CLBC. Members shall serve a two-year term with the possibility of renewal for a second two-year term.

CLBC shall exercise its sole discretion in selecting Advisory Committee members based on skills and expertise that CLBC deems useful or complementary for Clicklaw Wikibooks, including but not limited to:

- Legal knowledge and expertise
- Standing in the community
- Knowledge and expertise relating to public libraries
- Web development or publishing and expertise
- Expertise relating to public legal education, the PLEI sector and plain language drafting

4.2 Quorum and Decision-making

4.2.1 Quorum

A minimum of 51% of Advisory Committee members is required for decision-making purposes. The quorum must include a member from CLBC. The Chair shall not vote on decisions unless he or she is the only member from CLBC, or unless there is an equal number of votes for and against a decision. In the latter case the Chair shall cast one vote to break a tie.

4.2.2 Decision-making Process

Decisions are ideally made by consensus, defined as follows:

"Consensus decision making is a creative and dynamic way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a group using consensus is committed to finding solutions that everyone actively supports, or at least can live with."¹

Failing consensus, decisions are made by majority vote, which is defined as consent by a minimum of 51% of the members who attend the meeting if there is a quorum.

4.3 Frequency of Meetings

Meetings of the Advisory Committee shall be held 3-4 times per year, and more frequently as necessary, as set by the Chair.

4.4 Agenda, Minutes, and Decision Papers

A package will be sent to Advisory Committee members 3-5 business days in advance of an Advisory Committee meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting

¹ <http://seedsforchange.org.uk/consensus>

- A progress report, where applicable
- Any other documents/information to be considered at the meeting

4.5 Proxies

Advisory Committee members are chosen for their personal skills and expertise. Accordingly, no proxies shall be accepted.

SCHEDULE A

Added April 23, 2015 after consensus at the first Advisory Committee meeting.

Goals for Clicklaw Wikibooks

User-centric

- Plain language legal information for a public audience
- Maximum accessibility (barriers: regional, language, literacy, disability, technology, age)
- Familiar and simple for end-users to use

Contributor-centric

- Strong multiple format export (print and digital) from single source
- Simple for editors and content partners to use
- Develop and foster a skilled community of legal content volunteers who can work on more than one project

Sustainable, Good Value-Proposition, and Efficient

- Easy for CLBC to administer
- Works for most PLEI publishing needs, most of the time
- Helps PLEI organizations collaborate and work together
- Supports public libraries
- Cheap and efficient technology to develop and maintain
- Achieve economies of scale and progressive affordability
- Free, open source and open license