

TO: Kristin Lindlan, CC:DA Chair  
FROM: Adam L. Schiff  
SUBJECT: Revisions to CC:DA *Procedures*

## **Background**

At the ALA Annual Meeting in June 2001 in San Francisco, CC:DA discussed CC:DA/Larsgaard/2001/2, a proposal by Mary Larsgaard to add a timetable section to the document *How to Submit a Rule Change Proposal to CC:DA*. During the consideration of Larsgaard's proposal, I mentioned that the CC:DA *Procedures* document also needed to be updated to bring it in line with current Committee practices. I agreed to present a proposal for revisions to the *Procedures* for consideration at the Midwinter Meeting in January 2002 in New Orleans.

In the proposal below, I have corrected some grammatical mistakes, done a bit of wordsmithing to (hopefully) improve the clarity of some of the text, and attempted to update the procedures to account for actual current practices. In addition, I have proposed additions to some of the sections of the document to take into account the current electronic environment in which the Committee now conducts much of its work.

## **The Issue of Consultants**

In addition to the changes proposed below, I call the Committee's attention to section VI, subsection C of the *Procedures*. This section indicates that persons who are not actual members (voting or non-voting) of CC:DA may be appointed to task forces, but as consultants who do not have voting rights. I doubt that most task forces have made a distinction between voting task force members and non-voting members, and I cannot recall such outside participants being referred to as consultants. I question whether this particular section of the *Procedures* should remain as written. However, in the absence of knowledge of why this text was written the way it was, and not knowing what the current thinking of the Committee is regarding this issue, I have not made a specific proposal to change this section. I would ask that CC:DA discuss it and decide whether it should be retained as is, altered in some way, or eliminated completely. Relevant ALA and ALCTS policies that I have been able to identify include the following:

*ALA Policy Manual* Section 6.7 Subcommittees:

Subcommittees in the ALA structure may be formed by a parent group to carry out specific duties. Such subcommittees are appointed by the chair of the parent committee, but are not limited to members of the parent committee; they do not have

a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

*ALA Policy Manual Section 6.9 Task Forces:*

A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following: (1) gathering information and making recommendations; (2) studying an issue and preparing a report; (3) carrying out a specific project or activity; (4) conducting programs at conferences; (5) establishing committees or other subunits. A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response. Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function.

*ALCTS Policy and Procedures Manual Appointments:*

Consultants

Consultants are valued and necessary components of the structure of many committees throughout ALCTS. They are appointed because of their expertise in a given project; because of the workload of the committees; and/or to provide a degree of continuity for work of the committee. The following guidelines outline their roles and responsibilities, which are comparable to those of committee members.

The vice-president/president-elect or vice-chair/chair-elect of a section ("appointing officers"), will appoint consultants upon the recommendation of the chair of any given committee.

The number of consultants appointed to any committee may vary, but in no case will the number of consultants be greater than the number of committee members.

Terms of appointment may vary according to the need, but the normal length of appointment will be for two years. When a consultant's appointment follows a term as a regular member, the two-year term will not be extended. Appointments will end at the close of the appropriate Annual Conference. (This in no way affects the time period of subsequent appointments.)

Consultants may be re-appointed by the appointing officer on the recommendation of the chair of any committee.

Consultants are non-voting members of any committee.

Consultants will have a definite sphere of responsibility and will be charged with working within their assignments under the guidance of the chair(s) and the

committee(s) with the understanding that their work will supplement the work of the committee.

Consultants are responsible for completing assigned tasks within the allotted time period and for replying promptly to inquiries from the chair of the committee.

Consultants are expected to attend both the Midwinter Meeting and the Annual Conference in order to report on the status of their projects. If consultants are unable to attend, they will submit to the chair of the committee a written report on the status of their projects.

Consultants will send to the chair of the committee copies of all relevant correspondence relating to their projects.

Consultants seeking publication resulting from work on the committee or subcommittee should submit the manuscript to the chair, who will forward the manuscript to the appropriate body of ALA through ALCTS for publication consideration. If ALA does not want to publish the manuscript, the consultant is free to submit the manuscript elsewhere. If there is reimbursement for any publication originating with an ALA committee, payment must be made to ALA for disbursement to the proper ALA unit. Consultants responsible for writing the manuscript are considered the authors. However, the document should state that the authors were consultants to a given committee, and that the manuscript was written under the auspices of the committee.

#### Subcommittees

A committee chair may appoint subcommittees for the purpose of undertaking special projects and may prepare function statements for the subcommittees.

A subcommittee chair appoints the members of the subcommittee. These appointments are governed by the same policies as govern other committees, and the same procedures should be observed.

A subcommittee chair reports to the committee chair, who in turn reports to the section chair or to the ALCTS President.

A subcommittee chair is required to make written reports on the same basis as a committee chair. (See "Reports.")

A subcommittee chair uses the ALCTS Manual as a committee chair does.

When the work of a subcommittee is completed, the committee chair disbands it.

## **Current Text of *Procedures***

### **I. Membership**

- A. Nine members appointed by the CCS Vice-Chair: voting.
- B. One or more interns appointed by the CCS Vice-Chair: non-voting.
- C. Representatives of ALA units and non-ALA organizations who have been approved for membership by CCS: non-voting.
- D. The ALA members of the Joint Steering Committee for Revision of AACR (JSC): ex-officio, non-voting.
- E. A representative from the Cataloging Directorate, Library of Congress: ex-officio, non-voting.
- F. ALCTS Executive Director: ex-officio, non-voting.
- G. Representatives from the Research Libraries Group (RLG) and OCLC Online Computer Library Center: ex-officio, non-voting.

### **II. Officers**

#### **A. Chair:**

- 1. Appointed by the CCS Vice-Chair from the nine voting members.
- 2. The Chair may designate a voting member to act as temporary Chair.
- 3. If the Chair is unexpectedly absent, the voting members shall designate one of their members to serve as temporary Chair.

#### **B. Secretary:**

Voting member or intern designated by the Chair

### **III. Meetings**

The Chair shall schedule meetings to occur at Midwinter and Annual ALA conferences and shall notify members of times and places.

### **IV. Quorum**

Five voting members shall constitute a quorum.

## **V. Agenda**

- A. The Agenda for each Midwinter Meeting and Annual Conference must at a minimum include:
  - 1. Introduction of members.
  - 2. Correction and approval of minutes of previous meeting.
  - 3. Adoption of Agenda.
  - 4. Report of JSC member.
  - 5. Report of LC member.
- B. Parties wishing to place an item on the agenda should submit a written request to the Chair at least six weeks before the meeting. Documentation pertinent to the proposed item should be presented with the request.
- C. An agenda with accompanying documentation shall be distributed to members in advance of the meetings.
- D. During meetings of the Committee, items should be presented, if possible, by the person making the proposal or her/his designee. If a representative cannot attend, presentation of the item may be made in writing, to be read at the meeting by the Chair. If a representative is not present and no written statement has been received, the item may be postponed until the next meeting at the discretion of the Chair.
- E. An agenda item may be withdrawn at any time by the person suggesting it until such time as the agenda has been officially adopted at the meeting. Thereafter, an item may be withdrawn only upon a two-thirds affirmative vote of those members present and voting.
- F. New agenda items may be proposed at the beginning of the meeting, before the adoption of the agenda. Thereafter, the agenda may be amended only with the concurrence of the Committee. No new agenda item may be proposed unless the person offering it is present to speak to it.
- G. Items newly incorporated to the agenda should be accompanied by supporting documentation as necessary.

## **VI. Task Forces of CC:DA**

- A. The Chair may appoint a task force to work on an issue for a specific period of time. The task force shall then report back to the full Committee.
- B. Membership may consist of voting and non-voting members. All CC:DA members on the task force shall have equal voting rights.

- C. The Chair of CC:DA or the chair of the task force may at her/his discretion invite participation by consultants from outside the Committee membership as appropriate. Such consultants shall be non-voting members of the task force
- D. The Chair of a CC:DA task force must be a CC:DA members (voting or non-voting) at the time of her/his appointment as Chair. Should her/his term on CC:DA expire before the work of the task force is complete, s/he may continue as Chair until the task force is discharged.

## **VII. Discussions**

- A. Both voting and non-voting members shall be accorded the same privilege of the floor, upon recognition of the Chair.
- B. Guests attending meetings may be accorded this same privilege, upon recognition of the Chair.
- C. Discussion on any agenda item may be limited only by a two-thirds affirmative vote of those members present and voting.
- D. Discussion may be closed by a two-thirds affirmative vote of those members present and voting.

## **VIII. Voting**

- A. Issues shall be decided by a majority vote of the voting members present and voting.
- B. The Chair is not required to vote on any pending motion, and shall not vote until all voting members have voted.
- C. Straw ballots of non-voting members may be taken on any issue. All non-voting members present may take part.

## **IX. Documentation**

- A. The Secretary shall take the minutes, and these shall be distributed to all members, no more than two months after the meeting.
- B. Documentation pertinent to the deliberations of the Committee shall be sent to the Chair early enough so that copies can be made and distributed before meetings. All distributed documents shall be dated and the source clearly indicated.
- C. The ALCTS office will provide clerical services for the duplication and distribution of material, when required.

- D. The Chair shall periodically issue a list of CC:DA documents that have been distributed, to all members of the Committee and the Chair of CCS.
- E. Documentation of Committee reports and minutes shall be made available electronically by posting to the ALCTS office for mounting on the ALCTS/CC:DA Web Site. All documents posted electronically must conform to the ALA Web Site and Gopher Submission Guidelines. Such documents must first have the approval of the Committee Chair. Only those documents originating with CC:DA will be eligible for mounting on the CC:DA web site. All documentation originating with the Joint Steering Committee is to be excluded from electronic posting to the Web Site.

#### **X. Communication of Decisions, etc.**

- A. The Chair shall report to the CCS Executive Committee the decisions, recommendations, and other work of the Committee.
- B. The minutes shall include the substance of Committee discussions (both pro and con) on AACR and other decisions as well as the results of voting, including any straw ballots that may have been taken.
- C. The Chair in conjunction with the JSC representative shall communicate AACR decisions to the Chair of the JSC.
- D. Other decisions shall be communicated in writing to the appropriate body or person(s) by the Chair after approval by the CCS Executive Committee.

#### **XI. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these procedures and the bylaws of the Cataloging and Classification Section, the Association for Library Collections & Technical Services, and the American Library Association.

#### **XII. Amendments**

- A. These procedures may be amended by a two-thirds vote of members present and voting at any meeting provided that notice of the proposed amendment shall have been given in the notice of the meeting.
- B. Amendments shall become part of the operating procedures of the Committee following approval of the amendments by the Executive Committee of CCS.

*Passed as amended by CC:DA: 1980 Jan 21*

*Revised by CC:DA: 1983 Jan 7*

*Revised by CC:DA: 1988 Jan 9*

*Revised to substitute ALCTS for RTSD: 1990 Mar 1*

*Revised by CC:DA: 1991 Jun 29*

*Revised by CC:DA: 1992 Jun 27*

*Revised by CC:DA, per CCS Executive Committee: 1993 Jun 18*

*Revised by CC:DA: 1997 Jun 28*

## **Addendum**

### **Procedures for Handling Committee Correspondence**

- I. The Chair of CC:DA dates correspondence and notifies the correspondent that the material has been received.
- II. The correspondence is reviewed by the Chair, who makes a decision as to whether the issue warrants CC:DA discussion.
  - A. If the matter can be resolved without CC:DA discussion, a reply is sent directly to the correspondent, together with a notation that the matter may be discussed by CC:DA if the reply is not fully satisfactory.

If the question relates to a specialized type of material or area of concern, CC:DA members (voting or non-voting) will be consulted as deemed necessary by the Chair.

A copy of the correspondence may be distributed with Committee documentation for information purposes.
  - B. If the matter is placed on the agenda for a succeeding CC:DA meeting, the correspondent is notified of this.
- III. Questions referred to non-voting members of CC:DA are placed on the agenda if the specialized organization determines that the issue warrants CC:DA discussion.
- IV. Questions referred to LC but not to CC:DA are placed on the CC:DA agenda at the request of the Library of Congress representative.
- V. The Chair shall communicate decisions of the Committee to interested parties (cf. Section X, Communications of decisions, subsections [C.](#) and [D.](#))

*Passed by CC:DA: 1980 Jan 22*

*Revised by CC:DA: 1981 Jan 30*

*Revised by CC:DA: 1988 Jan 9*

## Proposed Revisions

### I. Membership

- A. Nine members appointed by the CCS Vice-Chair: voting.
- B. ~~One or more~~ Two interns appointed by the CCS Vice-Chair: non-voting.
- C. Representatives of ALA units and non-ALA organizations who have been approved for membership by CCS: non-voting.
- D. The ALA ~~members of~~ representative on the Joint Steering Committee for Revision of AACR (JSC): ex-officio, non-voting.
- E. A representative from the Cataloging Directorate, Library of Congress: ex-officio, non-voting.
- F. ALCTS Executive Director: ex-officio, non-voting.
- G. Representatives from the Research Libraries Group (RLG) and OCLC Online Computer Library Center: ex-officio, non-voting.

### II. Officers

#### A. Chair:

- 1. Appointed by the CCS Vice-Chair from the nine voting members.
- 2. The Chair may designate a voting member to act as temporary Chair.
- 3. If the Chair is unexpectedly absent, the voting members shall designate one of their members to serve as temporary Chair.

#### B. Secretaryies:

~~Voting member or intern designated by the Chair~~ The interns shall serve jointly as committee secretaries.

### III. Meetings

The Chair shall schedule meetings to occur at Midwinter and Annual ALA conferences and shall notify members of times and places.

### IV. Quorum

Five voting members shall constitute a quorum.

## V. Agenda

- A. The Agenda for each Midwinter Meeting and Annual Conference ~~must~~ shall at a minimum include:
1. Introduction of members.
  2. Correction and approval of minutes of previous meeting.
  3. Adoption of Agenda.
  4. Report of the ALA JSC member representative.
  5. Report of the LC member representative.
- B. Parties wishing to place an item on the agenda should submit a written or e-mail request to the Chair at least ~~six weeks~~ one month before ~~the a~~ meeting. Documentation pertinent to the proposed item should be presented with the request.
- C. An agenda with accompanying documentation shall be distributed or made available to members in advance of the meetings.
- D. During meetings of the Committee, items should be presented, if possible, by the person(s) making the proposal or by her/his their designee. If a representative cannot attend, presentation of the item may be made in writing, to be read at the meeting by the Chair. If a representative is not present and no written statement has been received, the item may be postponed until ~~the next a future~~ meeting or may be discussed and decided upon between meetings via the Committee's electronic discussion list, at the discretion of the Chair.
- E. An agenda item may be withdrawn at any time by the person suggesting it until such time as the agenda has been officially adopted at the meeting. Thereafter, an item may be withdrawn only upon a two-thirds affirmative vote of ~~those~~ the voting members present ~~and voting~~.
- F. New agenda items may be proposed at the beginning of the meeting, before the adoption of the agenda. Thereafter, the agenda may be amended only with the concurrence of the Committee. No new agenda item may be proposed unless the person offering it is present to speak to it.
- G. Items newly incorporated to the agenda should be accompanied by supporting documentation as necessary.

## VI. Task Forces of CC:DA

- A. The Chair may appoint a task force to work on an issue for a specific period of time. The task force shall then report back to the full Committee. In consultation with the full Committee, the Chair shall write a charge for each task force and shall set the time period and deadlines for each task force to conduct its work.
- B. Membership may consist of voting and non-voting members. All CC:DA members on the task force shall have equal voting rights.
- C. The Chair of CC:DA or the chair of the task force may at her/his discretion invite participation by consultants from outside the Committee membership as appropriate. Such consultants shall be non-voting members of the task force.
- D. The Chair of a CC:DA task force must be a CC:DA members (voting or non-voting) at the time of her/his appointment as Chair. Should her/his term on CC:DA expire before the work of the task force is complete, s/he may continue as Chair until the task force is discharged.

## VII. Discussions

- A. Both voting and non-voting members shall be accorded the same privilege of the floor, upon recognition of the Chair.
- B. Guests attending meetings may be accorded this same privilege, upon recognition of the Chair.
- C. Discussion on any agenda item may be limited only by a two-thirds affirmative vote of ~~those~~ the voting members present ~~and voting~~.
- D. Discussion may be closed by a two-thirds affirmative vote of ~~those~~ the voting members present ~~and voting~~.
- E. Discussion may be held electronically between meetings. The Chair shall disseminate any documents to be discussed via mail, fax, the CC:DA Web site, or the CC:DA electronic discussion list. All motions, discussion, and votes shall be made via the electronic list. The Chair shall ensure that sufficient time is allowed to consider any motion made electronically before calling for a vote. Discussion may be limited or closed by a two-thirds affirmative vote of the voting members (i.e., six affirmative votes from voting members).

## VIII. Voting

- A. Issues shall be decided by a majority vote of the voting members present ~~and voting~~. For electronic ballots to be valid, a minimum of five voting members must vote. Votes that are not taken in person must be confirmed at the next meeting (cf. ALCTS Bylaws, Article IX, Section 7).
- B. The Chair is not required to vote on any pending motion, and shall not vote until all voting members have voted. In the event of a tie, the Chair shall cast the deciding vote.
- C. Straw ballots of non-voting members may be taken on any issue. All non-voting members present may take part.

## IX. Documentation

- A. The ~~S~~secretaryies shall take the minutes, and these shall be distributed to all members, ~~no more than two~~ a minimum of one month ~~after~~ prior to the next meeting.
- B. Documentation pertinent to the deliberations of the Committee shall be sent to the Chair early enough so that ~~copies~~ it can be made and distributed or made available before meetings. Documents received less than one month before a meeting shall not be guaranteed to be discussed at the next meeting. All distributed documents shall be dated and the source clearly indicated. Electronic versions of documentation are greatly preferred over print copies.
- C. The ALCTS office will provide clerical services for the duplication and distribution of material, when required.
- D. The Chair shall periodically issue a list of CC:DA documents that have been distributed, to all members of the Committee and the Chair of CCS.
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included on the CC:DA Web site with approval of the Committee Chair and permission of the creator(s) of the documents/sites.

#### **X. Communication of Decisions, etc.**

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- C. The Chair in conjunction with the JSC representative shall communicate AACR decisions to the Chair of the JSC.
- D. Other decisions shall be communicated in writing to the appropriate body or person(s) by the Chair after approval by the CCS Executive Committee.
- E. At each meeting of the Committee, the Chair shall report on all decisions, recommendations, actions, etc. taken by the Committee and by the Chair in the period since the last meeting.

#### **XI. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these procedures and the bylaws of the Cataloging and Classification Section, the Association for Library Collections & Technical Services, and the American Library Association.

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**X. Communication of Decisions, etc.**

- A. The Chair shall report to the CCS Executive Committee the decisions, recommendations, and other work of the Committee.
- B. The minutes shall include the substance of Committee discussions (both pro and con) on AACR and other decisions as well as the results of voting, including any straw ballots that may have been taken.
- C. The Chair in conjunction with the JSC representative shall communicate AACR decisions to the Chair of the JSC.
- D. Other decisions shall be communicated in writing to the appropriate body or person(s) by the Chair after approval by the CCS Executive Committee.
- E. At each meeting of the Committee, the Chair shall report on all decisions, recommendations, actions, etc. taken by the Committee and by the Chair in the period since the last meeting.

**XI. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these procedures and the bylaws of the Cataloging and Classification Section, the Association for Library Collections & Technical Services, and the American Library Association.

**XII. Amendments**

- A. These procedures may be amended by a two-thirds vote of the voting members present at any meeting provided that notice of the proposed amendment shall have been given in the notice of the meeting.
- B. Amendments shall become part of the operating procedures of the Committee following approval of the amendments by the Executive Committee of CCS.

*Passed as amended by CC:DA: 1980 Jan 21*

*Revised by CC:DA: 1983 Jan 7*

*Revised by CC:DA: 1988 Jan 9*

*Revised to substitute ALCTS for RTSD: 1990 Mar 1*

*Revised by CC:DA: 1991 Jun 29*

*Revised by CC:DA: 1992 Jun 27*

*Revised by CC:DA, per CCS Executive Committee: 1993 Jun 18*

*Revised by CC:DA: 1997 Jun 28*

## **Addendum**

### **Procedures for Handling Committee Correspondence**

- I. The Chair of CC:DA dates correspondence and notifies the correspondent that the material has been received. Correspondence may be done via electronic mail.
- II. The correspondence is reviewed by the Chair, who makes a decision as to whether the issue warrants CC:DA discussion.
  - A. If the matter can be resolved without CC:DA discussion, a reply is sent directly to the correspondent, together with a notation that the matter may be discussed by CC:DA if the reply is not fully satisfactory.

If the question relates to a specialized type of material or area of concern, CC:DA members (voting or non-voting) will be consulted as deemed necessary by the Chair.

A copy of the correspondence may be distributed with Committee documentation for informational purposes.
  - B. If the matter is placed on the agenda for a succeeding CC:DA meeting, the correspondent is notified of this.
- III. Questions referred to non-voting members of CC:DA are placed on the agenda if the specialized organization determines that the issue warrants CC:DA discussion.
- IV. Questions referred to LC but not to CC:DA are placed on the CC:DA agenda at the request of the Library of Congress representative.
- V. The Chair shall communicate decisions of the Committee to interested parties (cf. Section X, Communication of Decisions, etc., subsections C and D).

*Passed by CC:DA: 1980 Jan 22*

*Revised by CC:DA: 1981 Jan 30*

*Revised by CC:DA: 1988 Jan 9*