

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

### Background

At the ALA Midwinter Meeting in New Orleans in January 2002, CC:DA considered CC:DA/Schiff/2001/2, a proposal for revisions to the *Procedures*. As a result of the discussion there, and comments received after, I have revised the original proposal and present it below for the Committee's consideration. Additional background information may be found in the original document, and I have not repeated it here.

### Task Force Membership and Consultants

Based on our discussion at Midwinter regarding membership on task forces and the role of consultants, I have substantially revised section VI, subsection B to make it clear that task force membership may consist of members of CC:DA as well as of other ALCTS members. This is also based on my reading of *ALA Policy Manual* Section 6.7 (below), as well as my understanding of current ALCTS policy for appointments. I have also revised subsection B to indicate that all members of a task force shall have an equal vote.

*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.”

CC:DA *Procedures* section VI, subsection C on consultants remains substantially as it was, since consultants are a different category from ordinary committee/task force members. Consultants are non-voting per the *ALCTS Policy and Procedures Manual*.

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 member (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 interns appointed by the CCS Vice-Chair: non-voting. The intern(s) shall serve as recording secretary/secretaries for the Committee.
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- 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 (LC), Cataloging Policy and Support Office (CPSO): 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 among the nine voting members, from the non-voting interns or representatives, or from former members, interns, or representatives.
- 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 ~~A~~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 ~~A~~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. ~~A~~ preliminary agenda with accompanying documentation shall be distributed or made available to members in advance of the meetings. Whenever possible, online agendas should provide links to pertinent documentation.
- D. During meetings of the Committee, items should be presented, if possible, by the person(s) making the proposal or by her/his a 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~~ in 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. Task force Mmembership may consist of both voting and non-voting CC:DA members. Task force members may also be appointed from outside of CC:DA, provided they are current members of ALCTS. All CC:DA members on ~~the~~ a task force shall have equal voting rights.
- C. The Chair of CC:DA or the chair of ~~the~~ a task force may, at her/his discretion, invite participation by consultants from outside the Committee/task force membership ~~as appropriate~~. Such consultants shall be non-voting members of the task force.
- D. The ~~C~~hair of a CC:DA task force must be a CC:DA members (voting or non-voting) at the time of her/his appointment as ~~C~~hair. Should her/his term on CC:DA expire before the work of the task force is complete, s/he may continue as ~~C~~hair 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.
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- 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. Discussions may be held electronically between meetings. Any documents to be discussed electronically shall be disseminated to the Committee by the Chair via mail, fax, the CC:DA Web site, or the CC:DA electronic discussion list. Between meetings, the CC:DA electronic discussion list shall be the venue for any motions, discussion, and votes. The Chair shall ensure that sufficient time is allowed to consider any motion made electronically before calling for a vote. Online 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.
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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.

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Clean Copy of Proposed Revised *Procedures*

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