

UK COMMITTEE on RDA CONSTITUTION

1 Name

- 1) The name of the committee shall be the:

UK Committee on RDA (UKCoR) (hereafter “the committee”)

2 Purpose

The committee shall be the national committee in the UK responsible for contributing to the development and maintenance of Resource Description and Access (RDA). The functions of the committee shall be:

- 1) to contribute to the RDA development programme, and to the maintenance and governance of RDA;
- 2) to represent the interests of the UK library and information professional community regarding all aspects of RDA;
- 3) to ensure that representatives of the RDA Europe Region are briefed on the position of the UK Community regarding all aspects of the governance, development and maintenance of RDA;
- 4) to support implementation and development of RDA in the UK.

3 Duration

- 1) The committee shall exist for as long as the purposes it serves are relevant to the UK library and information professional community.

4 Membership

- 1) CILIP and the British Library shall each appoint 1 representative to be members of the committee for such period and subject to such conditions as each shall determine.
- 2) In addition to the appointed members, up to 5 additional members will be elected to the committee.
- 3) Nominations to serve on the committee will be published. If the number of nominations exceeds the number of places, an election will be held. See section 5.
- 4) The term for elected members shall be 3 years and is renewable.
- 5) The committee shall elect a Chairperson from among the appointed and elected members of the committee.
- 6) The Chair shall serve for 3 years and may serve a maximum of 2 terms consecutively.
- 7) The secretariat of the committee shall be provided by the British Library. The Secretary shall serve as an officer of the committee and not be a member of the committee.
- 8) The committee may co-opt additional members for a defined term or for the duration of a specified task.

- 9) The committee shall be free to determine such additional responsibilities or roles as may be needed to discharge its functions.

5 Elections

- 1) Each nominee must be willing to serve and be able to assign appropriate time and resources to the committee, either with the support of their employer or through use of their own time and resources.
- 2) Nominations should be notified to the Chair of CILIP Metadata and Discovery Group (MDG), at least one month before the election is due to take place.
- 3) In the event of there being more than one candidate who satisfies the requirements a vote will be taken.
- 4) Any committee member may request that the vote be conducted by secret ballot.
- 5) Each committee member has one vote.
- 6) The candidate with the highest number of votes will be elected.
- 7) In the event of a tie, the candidates who are tied will go to a second ballot.
- 8) In the event that there is no candidate or insufficient candidates, the committee will work with MDG to find the best solution.
- 9) The election of the Chair Elect will take place at least 12 months before the Chair's term of office expires.
- 10) In exceptional circumstances a temporary Chair may be appointed by MDG in consultation with the committee to cover a vacancy until an election can be held.
- 11) On the expiry of the Chair's term of office, the Chair Elect will become Chair.
- 12) In the event that there is no Chair Elect, the committee should proceed with the election of a Chair or Chair Elect, as required.

6 Terms of reference

- 1) The Chair reports to CILIP Metadata and Discovery Group
- 2) The committee represents the interests of the UK community by:
 - a) Informing and consulting with the UK community;
 - b) Briefing EURIG and European RDA Region representatives;
 - c) Nominating UK experts to representative roles within EURIG, Europe Region and on RDA working groups;
 - d) Liaising with other relevant bodies.
- 3) The committee contributes to the RDA development programme and the maintenance and governance of RDA by :
 - a) Contributing ideas and expertise;
 - b) Responding to consultations and reviews;
 - c) Identifying experts to participate in RDA/EURIG working groups.
- 4) The committee contributes to the promotion and use of RDA by:
 - a) Disseminating information;
 - b) Facilitating the exchange of views and information about RDA with other UK groups and bodies;
 - c) Facilitating workshops and seminars.

7 Conduct of business

- 1) The committee shall meet at such intervals as it considers necessary to discharge its functions. Meetings may be held online or in person.
- 2) The committee shall seek to reach decisions by common consent, but if no such resolution can be reached, the decision shall be determined by a vote of members.
 - a) A simple majority shall determine the outcome of a vote.
 - b) In the event of a tie, the Chair shall have a casting vote.
- 3) The committee shall conduct its business within the framework of the programmes of work formulated by RSC and RDA Europe Region. Arrangements for the receipt and dissemination of papers to committee members shall be made by the secretariat.
- 4) The committee shall seek such advice as it deems necessary to discharge its functions from specialists in the profession at large by inviting participation of such specialists, by means of correspondence, or through attendance at its meetings, as appropriate.
- 5) The committee shall seek such advice as it deems necessary to discharge its functions from liaisons representing specific organisations that have a particular interest in the development of RDA by inviting participation by representatives of such organisations, by means of correspondence, or through attendance at its meetings, as appropriate.
- 6) The committee shall address its agreed proposals for the development of RDA and its views on proposals from other communities to the RSC through the RDA Europe Region.
- 7) The committee shall discharge its functions economically and in accordance with relevant CILIP policies and procedures.
- 8) The Chair shall prepare an annual report for MDG.
- 9) The constitution, a list of members and officers, and the minutes of each meeting will be published on the committee's website.