

Core: Leadership, Infrastructure, Futures
(A division of the American Library Association)
Metadata and Collections Section

COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

PROCEDURES

I. Membership

A. One committee Chair: voting.

The committee Chair is appointed by the parent section's Executive Committee Vice-chair.

With exceptions as determined by the parent section's Executive Committee, the following additional dynamics apply:

- The committee Chair will serve a one-year term.
- The committee Chair appointment coincides with a term as Voting member
- The committee Chair appointment is non-renewable.
- Upon completion of service as committee Chair, the incumbent will be appointed as committee Past-chair.

B. One committee Vice-chair: voting.

The committee Vice-chair is appointed by the parent section's Executive Committee Vice-chair.

With exceptions as determined by the parent section's Executive Committee, the following additional dynamics apply:

- The committee Vice-chair will serve a one-year term.
- The committee Vice-chair appointment coincides with a term as Voting member.
- The committee Vice-chair will be drawn from the eligible Voting members with input from the Chair.
- The committee Vice-chair appointment is non-renewable.
- Upon completion of the service of the committee Chair, the committee Vice-chair will be appointed as committee Chair.

C. Nine voting members, inclusive of the committee Chair and Vice-chair: voting.

The voting members are appointed by the parent section's Executive Committee Vice-chair.

The following additional dynamics apply:

- Voting members will serve a two-year term.
- Voting member appointments are eligible for one renewal.

D. One committee Past-chair: non-voting

The committee Past-chair is appointed by the parent section's Executive Committee Vice-chair.

With exceptions as determined by the parent section's Executive Committee, the following additional dynamics apply:

- The committee Past-chair will serve a one-year term.
- The committee Past-chair appointment is non-renewable.
- Usually non-voting. However, if the Past-chair retains eligibility for service as a voting member (that is, if not term limited), then the Past-chair may resume their voting member appointment or be reappointed to regular voting member status, as long as the nine-member limit on voting members is not exceeded, while simultaneously serving for one year as Past-chair.

E. One or more Associate Members: non-voting.

The Associate Members are appointed by the parent section's Executive Committee Vice-chair.

The following additional dynamics apply:

- Associate Members will serve a one-year term.
- Associate Members appointments are renewable, without term limits.

F. One webmaster: non-voting

The webmaster is appointed by the CC:DA committee Chair.

The following additional dynamics apply:

- The webmaster will serve a three-year term.
- The webmaster appointment is renewable, without term limits.

- G. A Staff Liaison from the parent division (or designee): *ex officio*, non voting.

The Staff Liaison's service on the committee will be in accordance with their employment status with and directions from ALA and the parent division's administration.

- H. The ALA Representative(s) to the North American RDA Committee (NARDAC): *ex-officio*, non-voting.

The ALA representative(s) to NARDAC are appointed by the parent division's Executive Committee Vice-chair.

With exceptions as determined by the parent section's Executive Committees, the following additional dynamics apply:

- The ALA Representative(s) will serve a three-year term.
- The ALA Representative appointments are eligible for one renewal.
- In particular, ALA Representative appointments should be renewed and extended as necessary, to fulfill additional appointments within the NARDAC structure (for example, service as the NARDAC Representative to the RDA Steering Committee).

- I. A representative from the Library of Congress: *ex-officio*, non-voting.

The Library of Congress Representative's service on the committee will be in accordance with their employment status with and directions from the Library of Congress. While the appointment is at the discretion of the Library of Congress, the appointee should be drawn from the Library of Congress division concerned with descriptive cataloging.

- J. A representative from OCLC: *ex-officio*, non-voting.

The OCLC Representative's service on the committee will be in accordance with their employment status with and directions from OCLC.

- K. Liaisons appointed between CC:DA and approved ALA units within the parent section or from CC:DA to approved non-ALA units without an appointment structure: non-voting.

The Liaisons are appointed by the parent section's Executive Committee Vice-chair. The following additional dynamics apply:

- Liaisons will serve a three-year term.
- Liaison member appointments are eligible for renewal, without term limits.

- L. Representatives appointed to CC:DA by approved ALA units outside the parent section or from approved non-ALA organizations with appointing structures: non-voting.

Representative's service on the committee will be in accordance with their appointment terms, term limits, and directions from their sponsoring unit or organization.

II. Officers

A. Committee Chair

1. The committee Chair will be responsible for conducting the work of the committee in accordance with the CC:DA Procedures.
2. In particular, the committee Chair will be responsible for:
 - Setting the time and means of meetings
 - Setting the agenda of meetings
 - Providing a report of the committee's work conducted between meetings, including a call for confirmation of all electronic ballots
 - Formulating the charge for any committee task forces
 - Appointing a chair and members of committee task forces
3. In the event of the temporary disability or absence of the committee Chair, the committee Vice-chair will serve as Acting committee Chair. In the event of the temporary disability or absence of both the committee Chair and the committee Vice-chair, an Acting committee Chair will be selected from the remaining members of the committee. Such a determination of disability or absence and selection of a temporary replacement may be made by the committee Chair, a two-thirds majority of the remaining voting members, or the parent section's Executive Committee. If such disability or absence on the part of the committee Chair is permanent, appointment of a new Chair (normally, the current Vice-Chair) will be referred to the parent section's Executive Committee.

B. Committee Vice-Chair

1. The committee Vice-chair will be responsible for serving in the case of disability or absence of the committee Chair.
2. The committee Vice-chair will otherwise assist the committee Chair as needed for conducting the work of the committee.
3. The committee Vice-chair will receive mentoring from the Chair in preparation for future appointment as Chair.

C. Committee Past-Chair

1. The committee Past-chair will serve as the committee's liaison to the parent section's Diversity and Inclusion Committee.
2. The committee Past-chair will advise the committee Chair as needed for conducting the work of the committee.
3. The committee Past-chair will coordinate with the voting members and parent section's Executive Committee in the event of disability or absence of both the committee Chair and committee Vice-chair.

D. Associate Members

1. Associate membership is intended to allow non-voting members to explore and become familiar with the committee's functioning, the wider descriptive cataloging community, and the processes undertaken in standards development for descriptive cataloging.
2. The Associate Members will support the committee Chair in conducting meetings.
3. In particular, the Associate Members will serve as minute takers for meetings.

E. Webmaster

1. The Webmaster will be responsible for maintaining the committee's web presence.
2. In particular, this includes mounting and maintaining the committee's documents online.
3. The Webmaster will make regular reports regarding the state and developments of the committee's web presence.

F. Staff Liaison from the parent division

1. The Staff Liaison will serve as the conduit to the division and the association's operational administration.

III. Meetings

A. General guidance

For all meetings, regardless of nature or format, at least 30 days' notice will be provided.

B. Regular meetings

Regular meetings shall occur twice a year – once in the summer in June or July; and once in the winter in January or February. To the extent possible, subject to the ability of the parent section, division, and ALA Conference Services to support meeting logistics, these

will coincide with the regular association-wide conferences/events of ALA (for example the ALA Annual Conference and the LibLearnX event).

A meeting agenda should be developed and issued as soon as practicable after the meeting notice is provided.

C. Special meetings

Special meetings may be called by the committee Chair when needed. A fixed agenda will be provided with the meeting notice. Only business specified in the meeting notice will be transacted.

D. Virtual meetings

Subject to the availability of suitable technology to comply with ALA's open meeting policy, regular and special meetings may be conducted in whole or in part through virtual means. The ability to conduct virtual meetings will not preclude the ability to conduct electronic ballots outside specified meeting times. The committee Chair shall provide suitable credentials for access.

IV. Quorum

Five voting members (inclusive of the committee Chair and Vice-chair) shall constitute a quorum.

V. Agenda

A. The agenda for each regular meeting shall at a minimum include:

1. Introduction of members.
2. Correction and approval of minutes of the previous meeting.
3. Adoption of agenda.
4. Confirmation or report of electronic ballots taken since the previous meeting, pursuant to Article VIII, A.
5. Report of the ALA representative(s) to NARDAC.
6. Report of the LC representative.

B. Parties wishing to place an item on the agenda of a regular meeting should submit a written request (preferably email, optionally physical) to the committee Chair at least one month before 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 two weeks 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 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 a future meeting or may be discussed and decided upon between meetings via the committee's electronic discussion platform, 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 the voting members present.
- F. New agenda items may be proposed at the beginning of a regular 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 in the agenda should be accompanied by supporting documentation as necessary.

VI. Task Forces of CC:DA

- A. The Chair of CC:DA 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 membership 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 the parent division. All members on a task force shall have equal voting rights.
- C. The Chair of CC:DA or the chair of a task force may, at their discretion, invite participation by consultants from outside the Committee/task force membership. 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 their appointment as chair. Should their term on CC:DA expire before the work of the task force is complete, they 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 committee Chair.
- B. Guests attending meetings may be accorded this same privilege, upon recognition of the committee Chair.
- C. Discussion on any agenda item may be limited only by a two-thirds affirmative vote of the voting members present.
- D. Discussion may be closed by a two-thirds affirmative vote of the voting members present.
- E. Discussions may be held electronically between meetings. Any documents to be discussed electronically shall be disseminated to the committee by the committee Chair via appropriate methods such as email (including any centralized platforms for email distribution), the CC:DA website, or hard-copy methods if necessary. Between meetings, a forum suitable for discussion and voting by committee members and readable by interested parties, such as the CC:DA electronic discussion platform, shall be the venue for any motions, discussion, and votes. The committee 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. For electronic ballots to be valid, a minimum of five voting members must vote. Votes taken outside the context of formal meetings, that is by electronic ballot, will be confirmed at the next meeting if required by the bylaws of the parent division.
- B. The committee 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 committee 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. Guests may be accorded the same privilege, at the committee Chair's discretion.

IX. Documentation

- A. The Associate Member (s) shall take the minutes, and these shall be distributed to all members a minimum of one month prior to the next meeting.
- B. Documentation pertinent to the deliberations of the committee shall be sent to the committee Chair early enough so that it can be 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 documents shall be preferred greatly over print copies.**
- C. The central office of the parent division will provide clerical services for the duplication and distribution of material, when required.
- D. CC:DA documents that have been distributed, including committee and task force reports and minutes shall be made available for long-term access on a suitable online platform designated by CC:DA. Such suitable online platforms can be websites, institutional repositories, or other platforms or services as technological developments and logistical capacity can support.
Posted documents shall first have the approval of the committee Chair. Documents originating with CC:DA and its task forces shall be eligible for mounting in such a CC:DA online platform. Links to external documents and sites/platforms may be included in such a CC:DA online platform with approval of the committee Chair and permission of the creator(s) of the external documents and sites/platforms.

X. Communication of Decisions, Etc.

- A. The committee Chair shall report to the parent section's Executive Committee on the decisions, recommendations, and other work of the Committee.
- B. The minutes shall include the substance of committee discussions (both pro and con) on descriptive cataloging rule proposals and other decisions as well as the results of voting, including any straw ballots that may have been taken.
- C. The ALA Representative(s) to NARDAC, working with the Chair of CC:DA, shall communicate decisions and recommendations on RDA to NARDAC. Decisions and recommendations on subject entities and relationships in RDA are informed by SAC and communicated to CC:DA and the ALA Representative(s) to NARDAC by the SAC liaison.
- D. Other decisions shall be communicated in writing to the appropriate body or person(s) by the committee Chair.
- E. At each meeting of the committee, the committee Chair shall report on all decisions, recommendations, actions, etc. taken by the committee and by the committee Chair in the period since the last meeting.

XI. Parliamentary Authority

The parliamentary authority used by the committee will be the same as that used by ALA, to the extent to which it is not inconsistent with these procedures, the by-laws of the parent section, and the by-laws of the parent division within ALA.

XII. Amendments

- A. These procedures may be amended by a two-thirds vote of the voting members present at any meeting or via electronic ballot. Text of any proposed amendment shall accompany either the notice of the meeting or the electronic ballot.
- B. Amendments shall become part of the operating procedures of the committee following approval of the amendments by the parent section's Executive Committee.

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

Revised by CC:DA: 2002 Jun 17

Revised per CCS Executive Committee: 2003 May 30

Revised by CC:DA: 2008 Jan 12; approved by CCS Executive Committee: 2008 Mar 10

Revised by CC:DA: 2020 June 4; approved by CaMMS Executive Committee: 2020 June 17

Revised by CC:DA: 2024 MMM DD; approved by MaCS Executive Committee: 2024 MMM DD

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 email.
- 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.

- B. 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.
 - C. A copy of the correspondence may be distributed with Committee documentation for informational purposes.
 - D. 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

Revised by CC:DA: 2024 MMM DD