

Association for Library Collections and Technical Services
(A division of the American Library Association)
Cataloging and Metadata Management Section

COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

PROCEDURES

I. Membership

- A. Nine members appointed by the Vice-Chair of the parent section: voting.
- B. One or more interns appointed by the Vice-Chair of the parent section: non-voting. The intern(s) shall serve as recording secretary/secretaries for the Committee.
- C. Liaisons appointed by the Vice-Chair of the parent section to or from constituencies not addressed by E below: non-voting.
- D. One webmaster appointed by the CC:DA chair for a three year term (may be reappointed): non-voting.
- E. Representatives of ALA units and non-ALA organizations who have been approved for membership by the parent section: non-voting.
- F. The ALA representative(s) to the North American RDA Committee (NARDAC): ex-officio, non-voting.
- G. A representative from the Library of Congress (LC), Policy, Training and Cooperative Programs Division (PTCP) as of adoption, or its successors: ex-officio, non-voting.
- H. The Executive Director of the parent division: staff liaison, non-voting.
- I. A representative from OCLC: ex-officio, non-voting.

II. Officers

A. Chair:

- 1. Appointed by the Vice-Chair of the parent section. The chair is one of the nine voting members.
- 2. The Chair may designate another 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.

III. Meetings

All meetings, regardless of type or format will require at least a one month notice regarding the date, time, place (if applicable), and format.

A. Regular meetings

Regular meetings shall take place twice a year, as closely in conjunction as possible with association-wide conferences of ALA (e.g. the Annual Conference and the Midwinter Meeting), subject to the extent supported by the parent division. If necessary to shift to virtual format, such regular meetings may be conducted in a window of three weeks on either side of the association-wide conference, provided the appropriate one month notice is met for the change and the new date, time, and format.

B. Special meetings

Special meetings may be called by the Chair when needed. Only business specified in the meeting notice will be transacted.

C. 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. The Chair shall provide suitable credentials for access.

IV. Quorum

Five voting members 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 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 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 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 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 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 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 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 Chair via appropriate methods such as email (including the CC:DA electronic discussion list), 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 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. 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 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. Guests may be accorded the same privilege, at the Chair's discretion.

IX. Documentation

- A. The intern(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 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 electronically on the CC:DA website. 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 on the CC:DA website. Links to outside documents and sites may be included on the CC:DA website with approval of the Committee Chair and permission of the creator(s) of the documents/sites.

X. Communication of Decisions, Etc.

- A. The Chair shall report to the Executive Committee of the parent section 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 Chair.

- 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 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 Executive Committee of the parent section.

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 MMM DD; approved by CaMMS Executive Committee: 2020 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: 2020 MMM DD