

Governance

The Program for Cooperative Cataloging seeks to be a democratic and diverse organization whose mission and goals are determined by its membership. The governance structure shall be flexible to allow for rapid adaptation to the changing needs of the organization and its participants. Guiding the PCC is the Policy Committee. The Steering Committee works with the Library of Congress, which serves as Secretariat, to manage the Program. Operations Committees for BIBCO and CONSER and three Standing Committees on Automation, Standards, and Training complete the PCC governance structure. Revisions to the existing governance structure shall be made by the Secretariat at the direction of the Policy Committee.

Policy Committee

Composition

The Policy Committee shall be composed of thirteen voting, plus 6 or 7 non-voting members.

Voting members:

Permanent:

One representative each from the British Library, the Library of Congress, the Library and Archives Canada, OCLC, and RLG

Rotating:

Representatives from full, active participants in BIBCO (3), CONSER (3), and NACO (2)

Non-voting members:

Five committee chairs

Representative from the Secretariat

Chair and/or Chair Emeritus (if those individuals are not also current elected representative members)

Voting members shall be limited to policy level personnel. The term of office for rotating members shall be staggered three-years terms. If a member cannot complete a term the Steering Committee shall appoint a representative to complete that term. Members shall serve no more than two consecutive terms.

Responsibilities and Meeting Structure

The responsibilities of the Policy Committee shall be to guide the governance of the Program as a whole; to develop, review, and approve long term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to approve the appointments of standing committee chairs; and to review resource implications of technical policy initiatives and other operational recommendations, e.g., establishing task forces, etc.

The Policy Committee shall meet once a year in one or two full day sessions, usually in the fall. Reports of Policy Committee meetings shall be distributed to PCC participants and liaisons from other organizations.

Steering Committee

Composition

The committee shall be composed of five members: three permanent members representing the Library of Congress, OCLC, and RLG; and the Chair and Chair-Elect of the Policy Committee.. The Secretariat's representative and the Chair-Emeritus of the Policy Committee shall serve in a non-voting capacity on the Steering Committee.

Responsibilities and Meeting Structure

The Secretariat shall forward membership applications to the Steering Committee, with its recommendation for approval or disapproval. The final decision shall rest with the Steering Committee, which shall inform the Policy Committee of its decision. The Steering Committee shall poll Committee representatives and other members in regard to important issues that arise

between regularly scheduled meetings and make decisions, as appropriate; direct the strategic planning process for the Program; and seek and manage resources in support of Program goals.

During the process to appoint a Standing Committee (StCo) chair, the Steering Committee will receive a list of potential candidates for the position from the incumbent. In consultation with the sitting officeholder, the Steering Committee will select the new StCo chair. In the case where no proposed candidate is deemed qualified, the Steering Committee shall turn to the PoCo for other candidates to consider.

The Secretariat will identify institutions whose low production or quality becomes a cause for concern, bringing these concerns to the attention of the Steering Committee. After review of the institution(s) performance, the Steering Committee will, if appropriate, ask the Secretariat to initiate a six month review of the member institution(s) contributions with appropriate notification to the institution under review. Following the initial six-month review period, the Steering Committee will evaluate the status of the member institution(s) activity to ascertain if improvement, i.e., increased production levels, has been demonstrated. Should the Steering Committee deem it necessary, it may initiate an additional six-month review period. If the desired improvement has not been realized after this second six-month review, the chair of the Policy Committee will notify the institution that its membership in the PCC has been concluded.

The Steering Committee shall meet three times a year for approximately two or three hours. These meetings shall be held in conjunction with ALA conferences and annual Policy Committee meetings.

Minutes shall be distributed to Steering Committee members only; reports of action items shall be sent to Policy Committee members as appropriate.

Executive Offices and Terms of Office

The Program's executive leader is the Chair of the Policy Committee. The chair is responsible for leading in planning and conducting meetings of the Policy Committee, the Steering Committee, and the Participants. In cooperation with the Secretariat and with the advice of the Steering Committee, the chair carries out or delegates responsibility for assignments and represents the Program as necessary between these meetings. The Chair is assisted and advised by the Chair elect and the immediate past chair, called the Chair Emeritus.

The Chair-Elect of the Policy Committee shall be elected at the beginning of the Chair's term by the members of the Policy Committee. Any elected representative to the PoCo may be elected to the position of Chair-Elect. Following his or her one year term as Chair-Elect, the Chair-Elect serves for one year as Chair. Normally, the outgoing Chair may choose to serve in the capacity of Chair-Emeritus for one additional year. If an individual's term as Chair or Chair-Emeritus extends beyond his or her elected term as a rotating member of the PoCo, he or she shall serve the remainder of the executive leadership term as a non-voting member of the Policy Committee.

The Chair shall serve one year, to commence 1 October. If the Chair cannot serve out his or her term, the Chair-Elect shall serve the remainder of the term, plus his or her own term. The Policy Committee shall immediately elect a new Chair-Elect.