

**To:** RDA Steering Committee  
**From:** Renate Behrens, RSC Chair  
**Subject:** Policies and Procedures for RSC Operations

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### 1 Introduction

The RDA Steering Committee (RSC) is constituted in the [RDA Agreement](#) (2018) which governs the development of *RDA: Resource Description and Access*.

This document outlines operational policies and procedures for the RSC. It supersedes [RSC/Operations/1 last updated: 27 March 2023](#) and differs from it principally in adding text to cover the RDA Education and Orientation Officer post's being made permanent and the establishment of the Examples Working Group.

### 2 Responsibilities

The RSC is responsible for the development and content of the RDA standard. Revisions, consolidations, additions, and other changes may be made to RDA only with RSC approval.

The Copyright Holders Committee reserves the right to refuse proposed revisions if they would undermine the viability of the standard (See [RDA Agreement](#) section 6.2.)

The RSC will:

- Annually update a three-year rolling plan, which includes a development program, based on expertise and user consultation
- Use defined working practices to develop the standard
- Liaise with the RDA user communities via the regional representatives
- Oversee working groups
- Advise the RDA Board and RDA Fund Trustees on programs and activities appropriate for the receipt of financial support from the RDA Fund
- Collaborate strategically with other international groups.

The RSC is also responsible for approving any official derivatives of RDA content except for translations and interpretive manuals.

### **3 Committee Structure**

The structure of the RSC consists of the following (see also [Appendix](#)):

#### **Regional Representatives**

- 6 x Regional community representatives

#### **Position Holders**

- RSC Chair
- RSC Secretary
- RDA Education and Orientation Officer
- RDA Examples Editor
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement Officer

#### **Ex Officio Members**

- Director of ALA Digital Reference
- RDA Board Chair

The RSC membership also includes temporary positions related to position holder transitions.

For each of these, the position holder elect becomes a member of the RSC upon appointment. In addition, at the end of each RSC Chair's term, the incumbent transitions into the position of RSC Past Chair, serving one additional year in this role.

### **Co-Opted Members**

The RSC may include up to two additional temporary members who serve for a fixed term to meet specific needs. [See section 3.5](#) below for details.

### **3.1 Regional Representatives**

The RSC has a representative from each of the following international regions: Africa, Asia, Europe, Latin America & the Caribbean, North America, and Oceania. The [RDA Agreement](#) (section 6.1 (iii)) defines the requirements for regional representative bodies, including the need to identify a substitute should the representative be unable to attend a meeting. Until the 2014 RDA Governance Model is fully implemented, the RSC may co-opt additional individuals to fill positions that are vacant until the regional infrastructures are developed.

Regional representatives must:

- Work for an institution that has implemented RDA
- Serve for a minimum of two years
- Be considered by the appointing body to have "expert" knowledge of RDA.

### **3.2 Position Holders**

Job descriptions for each position holder are available in RSC/Operations/2. With the exception of the RSC Chair and RSC Secretary, those selected for roles will be appointed for a two-year term (exclusive of service as [position]-Elect) with the possibility of one renewal. The RSC Chair serves for a single four-year term. Typically, terms begin on January 1. The RSC Secretary's term will be determined in consultation with the RSC Chair and the Director of ALA Digital Reference. All position holders must have the support of their employers, if applicable. The RSC will strive to maintain staggered terms to ensure continuity.

Incoming position holders are normally invited to attend the in-person RSC meeting prior to the year their term starts. With the exception of voting, they hold all the rights and privileges of the position holder.

The following table outlines the specific selection process for each of the positions. Roles will be filled by application and selection; this process will usually commence eight to twelve months prior to the beginning of the next term to provide adequate time for a managed handover. In

the case of the RSC Chair-Elect, the process should commence fourteen months before the term as chair would take effect.

For position holders who are eligible for reappointment, the RSC Chair will inquire halfway through their first term if they are interested in a second term. If so, and with the advice and consent of the RSC Secretary and two other RSC members, no further application and selection process will be required.

<b>Role</b>	<b>Selection process</b>
<b>RSC Chair</b>	The current RSC Chair will work with the RDA Board Chair to send out a call for applications to current RSC members and working group chairs. Applications will be assessed by the current RSC Chair, the RDA Board Chair, and the Director of ALA Digital Reference. The decision will be ratified by the RDA Board.
<b>RSC Secretary</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the current RSC Secretary, the Director of ALA Digital Reference, and one other member of the RSC. This is a paid position jointly managed by the Director of ALA Digital Reference and the RSC Chair.
<b>RDA Education and Orientation Officer</b>	The RSC Chair will send out a call to RDA educators, instructors, and trainers. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of RSC.
<b>RDA Examples Editor</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of the RSC.
<b>Technical Team Liaison Officer</b>	The RSC Chair will approach the Technical Working Group to seek applications. If no one is willing to undertake the role, a call will be sent out to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, and the Director of ALA Digital Reference. This post also chairs the Technical Working Group.

<b>Translations Team Liaison Officer</b>	The RSC Chair will approach the Translations Working Group to seek applications. Applications will be assessed by the RSC Chair, the RSC Secretary, and the Director of ALA Digital Reference. This post also chairs the Translations Working Group.
<b>Wider Community Engagement Officer</b>	The RSC Chair will send out a call to RDA practitioners. Applications will be assessed by the RSC Chair, the RSC Secretary, the Director of ALA Digital Reference, and two other members of RSC.

In the event that the Chair cannot complete a term and there is not a Chair-Elect or a Past Chair, the appointment of a temporary Chair will be resolved at the earliest opportunity by the RDA Board.

For all other unexpected vacancies, the RSC Chair, in consultation with the RSC, will make a temporary appointment when feasible to fill the position through the end of the scheduled term.

### 3.3 Director of ALA Digital Reference

The Director of ALA Digital Reference responsible for the development and delivery of the Toolkit is an ex officio member of the RSC and will attend RSC meetings to share key developments and issues and provide appropriate advice.

### 3.4 Chair of RDA Board

The current Chair of the RDA Board is an ex officio member of the RSC and is invited to attend RSC meetings as a liaison to the RDA Board. Such attendance may not be required for the full duration of the in-person RSC meetings. The Chair of the RDA Board may designate another Board member to fill this role.

### 3.5 Other positions

Up to two additional positions (co-options) may be identified and chosen by the RSC in consultation with the RDA Board based on the key communities, knowledge or skill sets that they would like to see represented.

The RSC will prepare a justification for the additional fixed term positions, describing the reasons, qualifications of the proposed member, and the length of the term, which should be no more than three years. The Board will decide to approve or reject the proposed additional position.

The process for approving and appointing someone to the RSC in a co-opted position is as follows:

1. The RSC Chair and the Director of ALA Digital Reference seek RDA Board approval for a co-opted position.
2. The RDA Board reviews and approves the request, asking for clarification regarding the position as needed.
3. After approval by the Board, the RSC Chair will:
  - a. Develop a position description
  - b. Consult with the RSC about potential members, and/or post the position for open applications. The choice here depends on the nature of the position along with the likely number of qualified applicants
  - c. Appoint a small search committee
  - d. Interview the candidate(s)
  - e. Act on the recommendation of the search committee to appoint the new RSC member.

#### **4 Decision Making and Voting Rights**

RSC meetings operate under the Chatham House Rule: participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

When the RSC needs to take a vote, the following committee members have voting rights:

- Regional community representatives, or their substitutes
- RSC Chair
- RDA Examples Editor
- RDA Education and Orientation Officer
- Technical Team Liaison Officer
- Translations Team Liaison Officer
- Wider Community Engagement Officer
- Co-opted representatives

The RSC shall seek to reach a decision by consensus. However, it is acknowledged that there are times when an agreement cannot be reached in this way. In that case, decisions will be reached by a simple majority of voting members. In the event of a tie vote, the Chair shall cast the deciding vote.

Once a decision has been reached, this will be presented as the collective view of the Steering Committee with all members adhering to it.

The Chair of the RDA Board, Director of ALA Digital Reference, RSC Secretary, any position holder elect members, the RSC Past Chair, and any other invited observers/guests are not permitted to vote.

## **5 RSC Working Groups**

The RSC will use working groups to further the development of RDA. A list of current working groups can be found at <http://www.rda-rsc.org/workinggroups>.

The RSC will maintain three standing Working Groups: the Examples Working Group, the Technical Working Group and the Translations Working Group. Other working groups may be formed to address specific topics and will be task and finish groups. A task and finish working group reports via its Chair to the RSC Chair.

Membership of the groups may include RSC members, individuals from RSC communities, representatives of external groups, or individuals from other communities. Working group members will be selected based on their knowledge, expertise, and the contribution they are able to make to the group. If possible, working groups will have at least one representative from each region.

## **6 External Relationships**

To facilitate collaboration with other standards communities and the furtherance of its objectives, the RSC may appoint liaisons to external groups. These liaisons are responsible to the RSC but need not be members of the Committee.

## **7 Communication Channels**

The RSC will maintain the following communication channels to provide information on RSC and RDA development.

### **7.1 RSC Public Website**

The [RSC public website](#) will include information about:

- The RDA development process
- RSC membership

- Current RSC activities
- Presentations on RDA
- Liaisons to external groups
- Working documents
- Historic documents

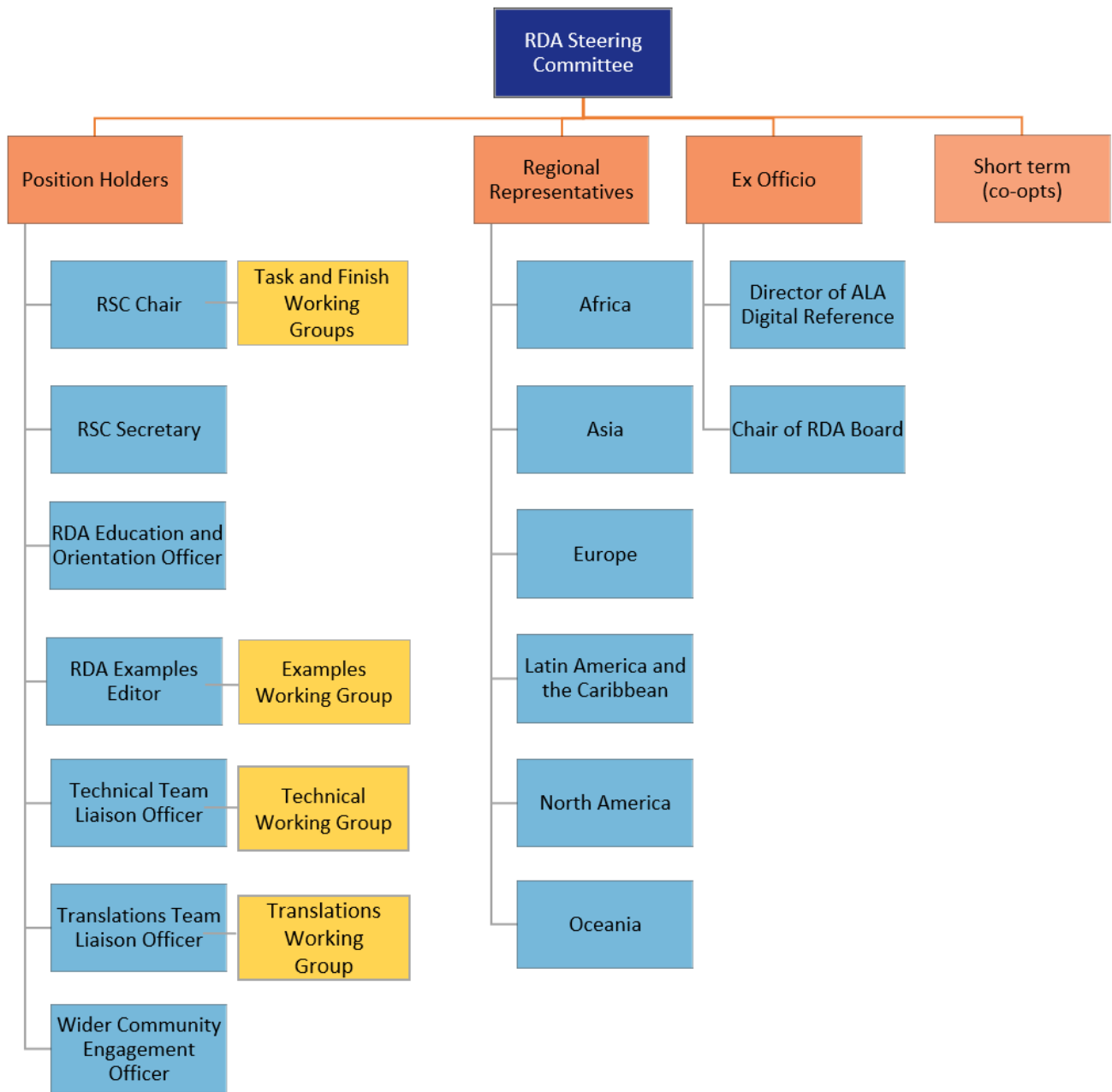
## **7.2 RSC Announcements**

The RSC Secretary will send announcements of RSC activities, newly posted documents on the RSC website, news of major dates or changes to the RDA publication schedule, and other topics of interest to:

- Email distribution lists, including those for the regional communities and RDA-L
- Individuals nominated by RSC members
- Other communication channels deemed appropriate to reach the library, publisher, and information community.



**APPENDIX: Organizational Chart\***



\*Up to two additional positions (co-options) may be identified and chosen by the RSC in consultation with the RDA Board.