

North American RDA Committee

Terms of Reference

1 NARDAC Charge

The North American RDA Committee (NARDAC) is the entity responsible for representing the North American region on the RDA Steering Committee (RSC). NARDAC's membership comes from the following North American communities that have implemented RDA: the American Library Association, the Canadian Committee on Cataloguing, and the Library of Congress. NARDAC is intended as an umbrella committee, developed to represent the North American region, but is not intended to replace the highly successful existing national committees such as the Canadian Committee on Cataloguing and the Committee on Cataloging: Description and Access of the American Library Association.

Context: The North American region as defined by the United Nations Statistics Division includes the following countries or areas: Bermuda, Canada, Greenland, Saint Pierre and Miquelon, United States of America.

<https://unstats.un.org/unsd/methodology/m49/>

Organizations from North American countries or areas listed above not already represented on NARDAC, whose organizations have implemented, or intend to implement RDA, may be considered for representation on NARDAC.

The charge is to:

- 1.1. Formulate North American positions on RDA proposals, discussion papers, and drafts.
 - 1.1.1. Initiate, review and/or finalize proposals and discussion papers emanating from the various North American communities.
 - 1.1.2. Develop formal responses to proposals and discussion papers emanating from other regions and RSC Working Groups.
 - 1.1.3. Suggest acceptable bases for negotiations during RSC discussions.
- 1.2. Keep the North American communities informed of RDA developments and RSC decisions.
 - 1.2.1. Encourage members of the North American communities to participate in the development and revision process by expressing opinions on the issues, volunteering to serve on RSC working groups, drafting papers, etc.

- 1.3. Select a member of NARDAC to serve as the North American regional representative to the RSC. The representative's responsibilities include:
 - 1.3.1. Attending RSC meetings, participating in discussions, presenting proposals and discussion papers from North America, and participating in the discussions at the RSC meeting.
 - 1.3.2. Serving as the primary "point person" for regular communications with the RSC, and between the RSC and other NARDAC members. Consulting with NARDAC members and other experts as needed.
 - 1.3.3. Keeping NARDAC informed of RSC decisions.
- 1.4. Respond to other RSC initiatives as they arise.
- 1.5. Support the work of RSC by helping to identify possible members for the working groups that have the appropriate expertise within the North American region.

2 NARDAC membership

2.1 Up to two voting members from each of the following communities:

2.1.1 The American Library Association

2.1.2 The Canadian Committee on Cataloguing*

2.1.3 The Library of Congress

* Library and Archives Canada will be represented on NARDAC via the Canadian Committee on Cataloguing.

2.2 Representation from additional countries or areas in the North American region as defined by the United Nations Statistics Division, may be considered in the future based on further implementations of RDA.

2.3 The elected RSC representative (see #3 below) is a voting member of NARDAC, and will decide if he or she should continue to serve as a community representative or whether that community should nominate a new NARDAC representative.

2.4 NARDAC may co-opt (appoint at its discretion) up to two additional members based on the needs for expertise as determined by NARDAC. The terms for co-opted members will be set at the time of appointment. Co-opted members have the same voting rights as regular members.

2.5 The members of NARDAC will choose one member as chair; this individual may or may not also be the elected RSC representative. The term limit of the chair will be three (3) years. No more than two terms may be served consecutively. The NARDAC chair will rotate among representatives from the communities.

2.6 The RDA Board representative for North America will be a non-voting ex-officio member of NARDAC.

2.7 The members of NARDAC serve as the conduit between NARDAC and their communities.

2.8 The selection of and term limits for NARDAC members are based on the requirements of their respective communities.

2.9 When a NARDAC member appointed under 2.1 departs or resigns, the community represented will fill the vacancy. When a NARDAC co-opted member departs or resigns, the committee will decide on filling the vacancy as per 2.4.

2.10 A quorum consisting of a majority of the voting members will be required for formal meetings, whether held in-person or remotely.

2.11 Members are expected to attend at least 50% of the meetings.

3 North American Representative to the RSC

3.1 NARDAC members will elect one person from the committee (including co-opted members) to serve as the North American regional representative to the RSC.

3.1.1 Nominations may be received from any member of the committee, and are subject to approval of the nominated individual.

3.1.2 In the event that the number of nominations exceeds 1 (one), the committee will select a non-nominated member to establish a voting mechanism, receive ballots from the membership, and announce the results to the committee as a whole. The current North American regional representative to the RSC does not cast a ballot in an election, except in the event of a tie vote. In the event of an equality of votes, the tie will be broken by the current North American regional representative to the RSC. In the event they are unable to cast a vote, the chair of the committee shall have a second vote to decide the ballot.

3.1.3 The RSC representative will fulfill the duties outlined in RSC policy and procedure documents.

3.1.4 The RSC representative will name a “back-up” representative to the RSC from among the NARDAC membership.

3.1.5 The RSC representative will make additional assignments to NARDAC members, as necessary.

3.1.6 The RSC representative will have the authority, when the situation justifies it, to take decisions without consulting NARDAC.

3.1.7 The RSC representative will serve a term of two (2) years. No more than two terms may be served consecutively.

3.1.8 The back-up RSC representative will serve a term of two (2) years. Service in this position is renewable.

4 NARDAC Operations

4.1 NARDAC members will generally conduct the business of the committee remotely, via electronic communications, telephone conversation, wikis, or other collaborative tools. The committee may also conduct in-person meetings, when a gathering of the members is possible and/or funding is available.

4.2 The frequency of communication will vary depending on tasks facing the committee and the timeline of the RSC (e.g., Fast Track responses, RSC proposal submission and response deadlines).

4.3 When appropriate, the NARDAC members will vote on documents to be forwarded to the RSC (e.g., proposals, responses to other regions). NARDAC will always aim to reach a decision by consensus. It is acknowledged that there are times when an agreement cannot be reached in this way. In this case, decisions will be reached by simple majority of voting members. The chair has the deciding vote if the result of the voting is evenly divided.

4.4 When opinions are divided, the minority positions will be identified and explained in documents to be forwarded to the RSC (e.g., proposals, responses to other regions).

4.5 NARDAC may establish working groups, as needed, to produce papers, research, or other advisory products, generally focused on topics of relevance to NARDAC activities. The membership of such groups should generally be large enough to be representative, but small enough to work efficiently and reach timely decisions. Each NARDAC member may nominate one or more members of working groups, but the size and membership should be flexible and based on expertise rather than affiliation. The NARDAC chair will select and charge the membership, document the objectives, establish a timeline for responses from the working group, and propose dissolution of the working group as appropriate.

4.6 NARDAC should maintain a relationship with the editor(s) of policy statements included in the RDA Toolkit that emanate from North American communities. Communication of decisions taken by the RSC (proposals, Fast Track changes) that could impact the timely updating of policy statements in the Toolkit will be the priority.

4.7 NARDAC will establish guidelines for the open postings of documents, announcements, and minutes of their deliberations, as appropriate.

5 Review of the Terms of Reference

These terms of reference will be reviewed every three (3) years to ensure that they serve the best interests of NARDAC and the North American communities. The review may be more frequent, if circumstances warrant. The represented communities and the RDA Board must be consulted to review and approve any changes to the terms of reference.