

**TO:** ALA/ALCTS/CaMMS Committee on Cataloging: Description and Access  
**FROM:** John Attig, ALA Representative to the Joint Steering Committee  
**SUBJECT:** Proposed changes to JSC Chair, Chair-Elect, and JSC Secretary Positions

The attached document from the JSC Chair describes the process for electing the Chair of the Joint Steering Committee, as proposed by the JSC and discussed with the Committee of Principals during our meetings in Chicago in November 2012.

The document is being shared with all the JSC constituencies for their comments. I would like to discuss this document during the CC:DA meetings in Seattle. In order to meet the February 15 deadline for comments, **I will need to have all comments by Monday, February 11, 2013.**

January 15, 2013

TO: Mary Ghikas, Chair, CoP  
and  
JSC Representatives (John Attig, Alan Danskin, Gordon Dunsire, Christine Frodl, Bill Leonard, Kevin Marsh, Dave Reser)

FROM: Barbara Tillett, JSC Chair

CC: JSC Secretary (Judy Kuhagen)

**SUBJECT: Proposed changes to JSC Chair, Chair-Elect, and JSC Secretary Positions**

During the Chicago meeting of the JSC, Nov. 2012, we discussed the proposal from the CoP regarding future ideas for the JSC Chair position. As you know the JSC Chair is elected by the JSC members from among its members. The process is documented in the 6JSC/Policy/1 (we sent you the October 27, 2012 draft version for CoP's consideration). **Having heard no objections from the CoP to the December 4, 2012 draft, we now will forward this to the JSC Constituencies for comment by February 15, 2012.**

Following discussions with Troy Linker at our last JSC Executive Committee meeting in Chicago, we agreed on the following scope and process. We would like to discuss this process with our constituencies, and want to clarify these details before we then share them with our constituencies.

Rather than have a "permanent" chair, we prefer to state that the JSC chair is elected by the JSC, following our stated process in the 6JSC/Policy/1 document. We feel this is an optimal situation, as the existing JSC members are best informed about the current business and processes of the Committee, so selecting one from among them as the JSC Chair keeps the continuity that is important to the smooth running of the JSC business.

However, we understand that the CoP wishes to provide additional staff support for the work of the JSC. We suggest that the former JSC Chair/JSC Secretary structure be expanded to an Executive Team, consisting of the JSC Chair, the JSC Chair-Elect, the JSC Secretary, and the JSC Managing Editor. We also agree with the CoP that the JSC Chair would no longer represent his/her constituency.

**Managing Editor** - This position would be an ALA staff position with the priority focus on RDA matters, but with the option to do other non-RDA duties as time permits throughout the year.

**JSC Secretary** - This position would be a part-time, paid, contract position with ALA, renewable annually.

**JSC Chair-Elect** – This position would be a one-year, voluntary position, elected by the current JSC members. The year corresponds with the calendar year, and at the conclusion of the year, the person becomes the JSC Chair. The duties during that year as Chair-Elect would primarily be to continue to represent the person’s constituency while learning the job of the JSC chair. A JSC Chair-Elect would be selected during the end of the JSC Chair’s first year, unless it was determined that the JSC Chair would be renewed for another 2 year term.

**JSC Chair** – This position would be a two-year term, renewable twice (for a maximum of 6 years served as Chair). The terms correspond to calendar years. Typically, it would be a voluntary position, but travel expenses for all official JSC Chair business would be paid (presumably by the RDA Fund or by ALA). Upon taking office, the person would no longer represent their constituency, but be independent, in order to be more impartial when chairing the JSC meetings, and to reduce the workload burden upon any individual. In turn, the constituency would select a new representative.

**JSC Chair/Chair-Elect Elections** – Every two years, the JSC would determine if the current JSC Chair would continue another 2-year term (when eligible) or elect a JSC Chair-Elect from among its members.

The following is an adjusted process based on the 6JSC/Policy/1, section 11:

### **11 Election of the JSC Chair/Chair-Elect**

11.1 The Chair-Elect must be a member of JSC; the Chair-Elect must be willing to serve, and must have the support of his or her employer.

11.2 The Chair/Chair-Elect is elected by members of JSC in accordance with the following process:

- a) Nominations for Chair-Elect are notified to the JSC Secretary, preferably at least one month before the election is due to occur.
- b) In the event of there being more than one candidate, a vote will be taken.
  - i) Any JSC member may request that the vote be conducted by secret ballot.
  - ii) Each JSC member may cast a single vote.
  - iii) The candidate with the highest number of votes will be elected as Chair-Elect.
  - iv) In the event of the vote being tied, the candidates that are tied, will go to a second ballot, or the choice of a Chair-Elect will be resolved as agreed by the members of the JSC.

- c) In the event where there is no candidate, the JSC will work with the CoP to find the best solution, with the JSC having final say on its Chair.
- d) In the event that the chair cannot complete a term, the appointment of a temporary chair will be resolved at the earliest opportunity by agreement of the members of JSC. An election for the chair will be held at the next meeting of JSC after which the temporary chair will be replaced.
- e) In the event that the chair-elect cannot complete a term, an election for a new chair-elect will be held at the earliest opportunity.

11.3 The Chair-Elect is elected a year before taking over as JSC Chair.

11.4 The Chair holds a term of two years (exclusive of service as Chair-Elect).

11.5 The maximum number of consecutive terms any individual may serve as Chair is three terms (total 6 years as Chair).

#### 11.6 Timeline

Year 1. Chair starts new term. Towards the end of Year 1 (assuming JSC continues to meet in November): if the JSC Chair is in final term, or the JSC Chair indicates to JSC that he/she will not seek another term, then, the JSC elects a Chair-Elect.

Year 2: Chair in second year of current term. Chair-Elect in “apprentice” year, if relevant.

Year 3: Continuing Chair or new Chair starts new term.

11.7 In a case where the JSC no longer wishes a Chair to continue, the JSC will decide how best to deal with the situation.