
Governance Procedures

The MetaArchive Cooperative

2015-03-10
Version 1.0



Overview

The purpose of these MetaArchive Governance Procedures is to help the Steering Committee, Sub-Committees, and Working Groups carry out the autonomous, collaborative work of the Cooperative. Each governance group is defined below along with details about roles and responsibilities for officers and Member participants, as well as nominations, elections, and term limits.

The Educopia Institute provides fiscal, contractual and administrative services to the Cooperative and shares a long, enduring interest in community governance and autonomy in planning and decision-making. Providing those essential support services involves Educopia Institute assuming multiple legal and contractual obligations and ensuring that any activities of the Cooperative occur within the framework of those legal obligations. The MetaArchive Governance Groups work in coordination with the Educopia Institute, the Executive Director, and Board of Directors in order to make the Cooperative the best possible reflection of the needs of Members through the direct work and decision making of the Governance Groups regarding structure, costs, and allocation of resources and other practical, structural, planning, and membership concerns. In undertaking those activities, the Governance Groups hold equal and many times greater responsibility for adhering to the contractual, state, federal, and other legal obligations of Educopia than ultimately Educopia itself as the sole legal entity supporting the MetaArchive Cooperative, making their obligation as representatives in the governance structure to comply with those legal requirements central to their role in the governance structure and performance of their duties.

MetaArchive Governance Groups

Steering Committee

The Steering Committee is the governing body of the MetaArchive Cooperative. It is responsible for overall management, coordination, communication, and reporting efforts. The Steering Committee consists of one representative from each Sustaining Member. Decisions made by the Steering Committee are made by simple majority vote, either documented via email or at the annual meeting.

Steering Committee Leadership

Steering Committee Chair

Roles & Responsibilities

The Steering Committee Chair is primarily responsible for 1) convening all Steering Committee meetings; 2) calling for and preparing agendas for said meetings; and 3) ensuring any/all strategic items get brought to a vote as deemed necessary by the Steering Committee. On an as-needed basis, the Steering Committee Chair will make herself/himself available throughout their term as an advisor to the Central Staff and the Sub-Committees as they prioritize working items. The Steering Committee Chair will also be available to correspond (along with the Central Staff) with prospective new Members and will actively seek opportunities to promote the Cooperative in the digital preservation community.

Term Limit Details

- One year term with opportunity for renewal
- Sitting Steering Committee Chairs are asked to provide at least seven-months prior notice of their intention to quit their current term

Steering Committee Chair-Elect

Roles & Responsibilities

The Steering Committee Chair-Elect position will be filled when a sitting Chair has indicated their intention to leave at the end of their current or upcoming term. Unless otherwise declining the opportunity, the Chair-Elect will then assume the position and full responsibilities of the Steering Committee Chair at the end of the current Chair's expiring term. The outgoing Chair will still convene the Steering Committee meeting and the incoming Chair will ensure that the Steering Committee brings any/all strategic items to a vote as deemed necessary. If thereafter the Chair-Elect declines the position of Steering Committee Chair they will be considered Interim Chair for one year until a new Chair-Elect/Chair is selected.

Prior to assuming Chair, the Steering Committee Chair-Elect is primarily responsible for convening the Sub-Committees and Central Staff prior to Steering Committee meetings to evaluate and document progress regarding active working items. The Steering Committee Chair-Elect will assist the outgoing Steering Committee Chair with preparing agendas for Steering Committee meetings. The Chair-Elect is also strongly encouraged, as time and availability allots, to correspond (along with the Central Staff) with prospective new Members and actively seek opportunities to promote the Cooperative in the digital preservation community.

Term Limit Details

- Six month initial term limit
- No more than 18 months if serving as an Interim Chair

Steering Committee Interim Chair

Roles & Responsibilities

The Steering Committee will have need of an Interim Chair in the event that a sitting Chair has exited and a Chair-Elect, after six-months of service, has declined the full one-year responsibilities required of a sitting Chair. The Chair-Elect will then assume the position of an Interim Chair. The Interim Steering Committee Chair will be strictly responsible for 1) convening all necessary Steering Committee meetings; 2) calling for and preparing agendas for said meetings; and 3) ensuring any/all strategic items get brought to a vote as deemed necessary by the Steering Committee. No other duties will be required of the Interim Chair. The Interim Chair will not be called upon to advise the Central Staff or Sub-Committees and will not be expected to actively engage with newly interested Members or to actively promote the MetaArchive in the community (unless so desired).

Term Limit Details

- One year

Steering Committee Treasurer

Roles & Responsibilities

The Steering Committee Treasurer is primarily responsible for reviewing the annual MetaArchive budget prior to the Annual Steering Committee Meeting and advising the Central Staff on preparing a proper financial report for the Steering Committee and the General Membership.

Term Limit Details

- Two years with opportunity for renewal

Steering Committee Secretary

Roles & Responsibilities

The Steering Committee Secretary is primarily responsible for assisting the Steering Committee Leadership and the Central Staff with recording and distributing minutes from all Leadership and Steering Committee meetings. The Steering Committee Secretary is also responsible for issuing calls for nominations for all open Steering Committee Leadership positions, and reviewing the results of all voting elections.

Term Limit Details

- One year with opportunity for renewal

Sub-Committees

The MetaArchive Cooperative operates several Sub-Committees (Preservation, Content, Technical, and Outreach) on various schedules (monthly, quarterly, as-needed) that are tasked with strengthening the capacity and operations of the preservation network and the Membership community. The Sub-Committees serve as a launch pad for Working Groups, and all Sub-Committee participants will make themselves available to offer guidance and oversight (where needed) for Working Group activities.

Sub-Committees Leadership

Sub-Committee leadership is intentionally structured to foster a low-barrier to participation and a minimal amount of responsibility. Each Sub-Committee should have at least one Chair from amongst the General Membership (all Membership levels are eligible to serve). A secondary Chair is also encouraged. In such cases both Member participants will be considered Co-Chairs. Where needed, a Member of the Central Staff can serve as a Co-Chair. Both Co-Chair positions should not be held by participants from a single Member institution.

Sub-Committee Chair (Co-Chairs)

Roles & Responsibilities

The Sub-Committee Chair or Co-Chairs will 1) solicit feedback from their current roster of Sub-Committee members concerning upcoming semi-annual or annual working items; and 2) prepare (or task a current Sub-Committee member with preparing) a draft schedule of said working items for Steering Committee review, discussion, and feedback.

Term Limit Details

- Term limits for all Sub-Committee Chairs, Co-Chairs, and Participants is two years with opportunity for renewal

Working Groups

Working Groups in MetaArchive consist of a small subset of Members performing focused work over a limited period of time in order to produce a tangible outcome of benefit to the Cooperative and individual Member institutions wherever applicable. Individual Members or a group of Member institutions can propose working group ideas to one or more of the Sub-Committees and request feedback, guidance and oversight (where needed). Working Groups are not obligated to adhere to the other MetaArchive governance groups but any recommendations and outcomes that will require expenditure of Cooperative-level resources will require Steering Committee approval. Working Groups should operate for no more than one year.

Working Groups Leadership

Working Groups should be structured, focused, and well managed over their duration. Intended outcomes and a workplan should be documented. A Working Group Chair or Co-Chairs is highly recommended. The MetaArchive has a Working Group Hub (see here: http://wiki.metaarchive.org/metawiki/index.php/MetaArchive_Working_Groups) to assist

with any/all documentation that should be undertaken. See existing Working Group pages for examples of how to proceed.

Working Groups Chair (Co-Chairs)

Roles & Responsibilities

The Working Group Chair or Co-Chairs will 1) document the Working Group's intended outcomes and a workplan; 2) share those documents with one or more Sub-Committees and request review and feedback; and 3) document all final outcomes and recommendations for review and approval (where necessary) by the relevant Sub-Committees and/or Steering Committee.

Term Limit Details

- No more than one year

Steering Committee Leadership Nomination & Voting Procedures

- Members can/should self-nominate for any open positions on the Steering Committee or Sub-Committees (Working Groups do not require nominations)
- Central Staff will reserve the right to nominate Members in consultation with the General Membership in the event of no self-nominations
- Nominations will begin no later than one month prior to Semi-Annual and Annual Meetings as appropriate and required
- Candidates will be selected by simple majority vote of the Steering Committee
- Voting will be carried out at or just before Semi-Annual and Annual Meetings as appropriate and required
- Voting will be conducted via electronic poll
- Voting results will be reviewed and reported jointly by the sitting Steering Committee Secretary and the Program Manager
- All elected positions will assume office and responsibilities immediately upon officiating of results