

Texas Archival Resources Online  
**Bridge Governance Plan**

October 2016

[proposed]

## **Section 1: Governance**

- A. Structure – The governance structure of Texas Archival Resources Online (TARO) shall consist of a steering committee elected by TARO member institutions.
- B. Authority – The Steering Committee shall have the authority to act on behalf of TARO to carry out business of the consortium.

## **Section 2: Steering Committee**

- A. Composition – The steering committee shall consist of a Chair, Chair Elect, Secretary, three At-Large Members with one representing academic institutions and one representing non-academic institutions, and the Immediate Past Chair, all representing TARO member institutions. One of these members shall also be a staff member representative of the UT Libraries. All members of the steering committee shall be elected.
- B. Voting – The Chair Elect, Secretary, At-Large Members, and the Immediate Past Chair shall be voting members of the Steering Committee. The Chair shall only vote in the event of a tie.
- C. Terms of Office
  - a. The Chair shall serve for one (1) year.
  - b. The Chair Elect shall serve a one (1) year term and shall succeed the Chairperson for a one (1) year term.
  - c. The Secretary shall serve a two (2) year term and may serve two (2) consecutive terms.
  - d. The At-Large Members shall serve a two (2) year staggered term and shall not serve consecutive terms.
  - e. The Immediate Past Chair shall serve a one (1) year term.
- D. Succession of Officers
  - a. The Chair shall assume the position of Immediate Past Chair at the end of his/her term.
  - b. The Chair Elect shall assume the position of Chair at the end of his/her term.
- E. Duties of the Steering Committee – The Steering Committee is required to meet at least six times per year and members of the Steering Committee are required to attend all regularly scheduled meetings.
  - a. The Chair shall:
    - i. Call and preside at all meetings of the Steering Committee.
    - ii. Work with the Secretary to prepare and distribute agendas for meetings of the steering committee.
    - iii. Vote only to break a tie of the Steering Committee.

- iv. Ensure that written reports on the progress and activities of TARO are distributed to TARO members annually.
  - v. In collaboration with the Steering Committee, establish Ad Hoc Subcommittees as needed, including appointing chairs, communicating a charge and timeline for each. Such subcommittee may be for topics such as Standards, Website / Technologies, Governance, Funding and Sustainability, Education and Outreach, Maintenance, or others as required.
- b. The Chair Elect shall:
- i. Preside at all meetings in the absence of the Chair.
  - ii. Complete the term of the Chair in the event the Chair is unable to do so.
  - iii. Act as Parliamentarian and ensure the Bylaws are followed.
  - iv. Vote in Steering Committee votes.
  - v. Assume other duties as assigned by the Chair.
- c. The Secretary shall:
- i. Receive agenda items and circulate agendas prior to meetings.
  - ii. Send notices of meetings.
  - iii. Record minutes of the Steering Committee.
  - iv. Distribute meeting minutes and reports to TARO member organizations.
  - v. Communicate action items to the appropriate parties for follow-up.
  - vi. Maintain and organize appropriate records.
  - vii. Vote in Steering Committee votes.
- d. The Immediate Past Chair shall
- i. Chair the Nominating Committee.
  - ii. Other duties as assigned by the Steering Committee.
  - iii. Vote in Steering Committee votes.
- e. The At-Large members shall
- i. Advise the Steering Committee.
  - ii. Vote in Steering Committee votes.
- F. Vacancies – In the event a member of the Steering Committee cannot complete his/her term, the Chair shall appoint a member from a TARO member organization with a  $\frac{2}{3}$  or more approval vote from the Steering Committee to complete the term until the next scheduled election is held.

### **Section 3: Nominations and elections**

- A. Nominations – A call for nominations will be issued two months before the scheduled election. Steering Committee members may be nominated until two weeks before an election. Self-nomination is permitted. Candidates for the Steering Committee will

provide brief statements detailing their reasons for running and provide a summary of their qualifications to the Nominating Committee. These statements will be distributed electronically to TARO members at least one week prior to the elections.

- B. Voting – Each member, being a TARO representative at a TARO repository, may submit one vote. The call to vote will be distributed on the taro-lib listserv, inviting members to vote using an online ballot.
- C. Elections – Elections will be held annually in November.