Texas Archival Resources Online
Governance Plan

May 2018

Section 1: Governance

A. Structure – The governance structure of Texas Archival Resources Online (TARO), a program of the University of Texas Libraries, shall consist of a steering committee elected by TARO member institutions.

B. Authority – The Steering Committee and the TARO Program Director 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 the TARO Program Director, a representative of the UT Libraries. Aside from the TARO Program Director, all members of the steering committee shall be elected.

B. Voting – The Chair Elect, Secretary, At-Large Members, TARO Program Director 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.

    f. The Program Director shall be appointed by the University of Texas Vice Provost for Libraries in consultation with the TARO Steering Committee

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. The TARO Program Director shall
      i.   Represent the UT Libraries' interests on the Steering Committee
      ii.   Guide the programmatic support of the UT Libraries for TARO
      iii.   Provide strategic input on the directions of TARO's programs

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 ⅔ 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. Nominating Committee – A Nominating Committee shall be formed in September by the three At-Large members of the Steering Committee. The Nominating Committee

shall call for nominations, collect nominations, communicate to TARO membership about the election, and conduct the election.

B. Nominations – A call for nominations will be issued in September, two months before the scheduled November 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 election.

C. 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.

D. Elections – Elections will be held annually in November, with terms running on the calendar year (January-December).

Section 4: UT Libraries staff partners (Development and Stakeholder Rep)

The University of Texas Libraries serves as the institutional home for TARO and provides programmatic support as outlined in the MOU between TARO and UT Libraries.

A. **UT Libraries staff / TARO programmer** providing support to TARO at 5% time, including tasks such as weekly finding aid uploads, reports to repositories regarding errors, creating repository accounts, maintaining stylesheets, and updating systems as possible within these time constraints, participating in technical committees where appropriate.

B. **UT Libraries staff / TARO program manager** providing support to TARO at 2.5% time, including tasks such as participating in the Libraries IT Agile product development processes as TARO product owner, working with other Libraries staff to ensure that vendor payments are made on TARO's behalf, tracking and liasing on tasks for the TARO programmer as needed through the UT Libraries IT project management and ticket tracking platforms and participating in governance where appropriate.

C. **These partners and the TARO Steering Committee maintain communication** and participate in regularly scheduled TARO phone meetings.