

Texas Archival Resources Online

Governance Plan

October 2020

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 Manager 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, Vice 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 and working as an archivist or librarian. A TARO Program Manager, representing TARO's administrative and technical home, UT Libraries, shall be appointed by the University of Texas Vice Provost for Libraries. The person in this role is typically from the IT division of UT Libraries and works closely with the assigned TARO programming staff. Aside from the TARO Program Manager, all members of the steering committee shall be elected.
- B. Voting – The Vice Chair/Chair-Elect, Secretary, At-Large Members, TARO Program Manager, 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 Vice Chair/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. Two of the At-Large Members shall serve two (2) year staggered terms, and one At-Large Member shall serve a three (3) year term, to be determined by either volunteer basis or by random choice. This choice is to be made in a meeting where the participants may all observe the random selection, using a tool such as, but not limited to, an online random choice generator. At-Large Members shall not serve consecutive terms.
 - e. The Immediate Past Chair shall serve a one (1) year term.
 - f. The Program Manager 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 Vice Chair/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 subcommittees may be for topics such as Standards, Website / Technologies, Governance, Funding and Sustainability, Education and Outreach, Maintenance, or others as required.
 - b. The Vice Chair/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 Governance Plan is 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. Perform other duties as assigned by the Steering Committee.
 - ii. Vote in Steering Committee votes.
 - e. The At-Large members shall
 - i. Advise the Steering Committee.
 - ii. Vote in Steering Committee votes.

- iii. Serve as the Nominating Committee.
 - f. The TARO Program Manager 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 $\frac{2}{3}$ 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. 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. Any person being nominated should be contacted by the nominator, informed of their nomination, and asked if they are willing to run. Indication of the person having expressed willingness to run should be included in the nomination. Any nominees should be a representative of a TARO member institution and working as an archivist or librarian. 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.
- 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). In the event of a tie vote between nominees running for a Steering Committee position, a random selection will be made by the Nominating Committee. This choice is to be made in a meeting where the participants may all observe the random selection, using a tool such as, but not limited to, an online random choice generator.
- E. No-Nominee Contingency Plan – If no nominations are received for a Steering Committee position up for election, the following procedures will be used:
 - a. If no nominee is available for the Vice Chair/Chair-Elect (VC) position:
 - i. The Chair will ask for a volunteer from among the At-Large (AL) members to serve as Acting Vice Chair (AVC) for one year, or until a permanent Vice Chair is determined.
 - ii. If no AL member volunteers, a random choice generator will be

used to determine which AL will serve as AVC for one year or until a permanent VC is determined.

- iii. In the case of both i. and ii., the AVC will have the option to succeed as Chair at the time of the TARO election. If the AVC declines to become Chair, the current Chair and Immediate Past Chair will serve an additional year in their positions.
 - iv. In the event that the election period has no VC nominee, then the procedures in i. and ii. will be followed again.
- b. If no nominee is available for the Secretary position:
- i. The Chair will ask for a volunteer from among the At-Large (AL) members to serve as Acting Secretary (AS) for one year, or until a permanent Secretary is determined.
 - ii. If no AL member volunteers, a random choice generator will be used to determine which AL will serve as AS for one year or until a permanent Secretary is determined.
 - iii. In the case of both i. and ii., the AS will have the option to continue as Secretary at the time of the TARO election. If the AS declines to become Secretary, then the procedures in i. and ii. will be followed again.
- c. When the procedures above result in a vacant AL position, the procedure in 2.F. Vacancies will be followed to fill the position.

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, updating systems as possible within these time constraints, and 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 liaising 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.

Section 5: Governance Plan revision procedure

Proposals to revise the Governance Plan may be brought forward by the Steering Committee Chair and Vice Chair/ChairElect, who will consult the Governance Subcommittee Chair for guidance on any proposal to revise the Governance Plan. The Governance Plan may be revised with the approval of a majority vote of the Steering Committee. Calls for such a vote will be conducted through the most convenient process (voice and/or email vote). The Governance Subcommittee Chair will complete any revision of the Governance Plan and place the revised version with the Steering Committee's permanent documentation (as of 2020, on the TARO wiki, <http://texastaro.pbworks.com>).