

**To:** RDA Steering Committee  
**From:** Kathy Glennan, RSC Chair  
**Subject:** Policies and Procedures for RSC Meetings

This document sets out expectations and requirements for RDA Steering Committee (RSC) meetings.

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## 1 Introduction

The RDA Steering Committee (RSC) meets quarterly, using two primary meeting methods:

- Asynchronous online meetings, three times per year
- In-person meetings once per year

In addition, the RSC may meet via teleconference/online meeting as and when required.

RSC meetings are conducted in English.

For decision-making and voting rights, see [RSC/Operations/1](#), section 4.

## **2 Attendance**

RSC members must make every effort to attend both virtual and in-person RSC meetings. If a regional representative cannot attend, the back-up representative/substitute should take their place. The substitute will hold all the rights and privileges of the regular representative for the duration of the meeting.

Back-up regional representatives may attend even if the regional representative is present; however, they will not have voting rights in this situation.

## **3 Open Communication**

The RSC is committed to open communication about issues under discussion as well as the decisions made by the Committee. To that end, the RSC shares change proposals and discussion papers, as well as public versions of agendas, minutes, and outcomes of regular meetings.

## **4 Minutes and Other Outcomes**

Minutes and other outcomes from both asynchronous and in-person RSC meetings are posted on the RSC website after approval by the RSC. As needed, minutes may be issued in two versions: an unrestricted version and a restricted version including the executive session(s). Errata to minutes of RSC meetings will be recorded in the minutes of the following meeting.

## **5 Asynchronous Meetings**

ALA Publishing provides collaborative workspaces to support the RSC's asynchronous meetings, which are held three times a year. Each asynchronous meeting runs for a week. RSC members are expected to have appropriate access and technological infrastructure to participate in these meetings. Agenda topics may include change proposals (see [RSC/Operations/4](#)), reports from members, and other relevant topics. Agendas are established and distributed to RSC members at least two weeks in advance.

Observers cannot be accommodated due to the nature of asynchronous meetings.

## **6 In-Person Meetings: Information for Local Hosts**

### ***6.1 Meeting Location***

The RDA Steering Committee seeks offers to host regular meetings from organizations (typically national association offices, national libraries, or university libraries – hereafter “local host”). Ideally, the meeting will rotate among RSC regions on a regular basis. The timing and location of the meeting depends on the needs of the local host and the availability of RSC members. The final selection of the meeting location is made by the Director of ALA Digital Reference, the Chair of the Copyright Holders, and the RSC Chair, in consultation with the RSC.

The hosting organization must meet the following RDA Board criteria:

- The organization’s overall purpose is in alignment with RDA Board mission and values.
- The offer to host contributes to the RDA Board’s strategic plan.
- The offer to host does not create an ongoing dependency.
- The partnership provides an opportunity to engage with key current or future stakeholders.

## ***6.2 Space/Setup Requirements***

The RSC requires one conference meeting room, which should be set up as follows:

- Large table able to accommodate a minimum of 14 people with 1,2 m (4 linear feet) of table space for each person
- Seating room for at least 12 observers
- Access to electrical outlets or power strips for laptop computers, etc., both for RSC members at the table and for observers
- Wi-Fi access
- Projection equipment and a screen
- Microphones as needed
- Water and glasses

## ***6.3 Hotel***

- The hotel needs to be able to accommodate the RSC members.
- The hotel will normally be three- or four-star, meeting reasonable standards of safety, comfort, and proximity to meeting location, consistent with norms observed by the national associations.
- The local host will suggest possible hotels; the Director of ALA Digital Reference will make the arrangements with the assistance of the local host as needed and notify the

RSC Chair and RSC Secretary for communication with others.

- Agree in advance with the hotel how/if individual invoices will be made up, and what will be charged to individuals as opposed to the meeting account.
- The hotel may also be the meeting location.

#### **6.4 Meals**

- Breakfast: Either included in hotel room charge, or a continental breakfast supplied in the meeting room each morning.
- Breaks: Tea, coffee, and light refreshments served in the morning and afternoon for RSC and observers, either in the meeting room or nearby.
- Lunches for RSC members: Served in the meeting room or nearby.
- Evening meals for RSC members: At area restaurants recommended by the local host.
- Attendance at meals will be organized by the RSC Chair/RSC Secretary in consultation with ALA staff and local host, as appropriate.

### **7 In-Person Meetings: Information for RSC Members**

#### **7.1 Agendas and Observers**

Agenda topics may include change proposals (see [RSC/Operations/4](#)), reports from members, and other relevant topics. Agendas are established and distributed to RSC members at least two weeks in advance. Some portions of the agenda will be held in executive session; these will be closed to observers. However, in addition to the RSC members, other individuals or groups may also attend Executive Sessions at the discretion of the RSC Chair.

The RSC welcomes observers at public sessions. Representatives of external groups may normally attend RSC meetings as observers. Other observers may attend RSC meetings as space permits. Individuals wishing to attend an RSC meeting must register in advance with the RSC Secretary. The RSC Chair may call an observer to the table for input to the discussion when appropriate.

At the beginning of each meeting, the RSC Chair:

- Advises location of toilets, fire exits, etc.
- Makes lunch and dinner arrangements clear for both RSC and observers.
- Confirms permission from those attending for the taking of photographs.
- Confirms permission from those attending for the sound and video recording of the discussion.

## **7.2 Reimbursement**

The RDA Fund covers meeting expenses for RSC members and other authorized participants<sup>1</sup>. Meeting attendees are expected to cover the costs for travelling companions who are not members of RSC or otherwise authorized.

Within 60 days after the close of the meeting, RSC members must submit their meeting expenses using the approved form to ALA Digital Reference; include scans of receipts if possible.

## **7.3 Categories of Expenses**

### *Transportation*

- **Air/rail:** The RDA Fund covers economy air/rail fare for RSC members to the meeting venue. Attendees may use a travel agent nominated by the American Library Association; in this case, the fare will be charged directly to the Fund. Attendees may also make their own travel arrangements and submit the cost of the ticket for reimbursement. If the attendee is also taking a vacation in conjunction with the meeting, the Fund will only cover the cost of the direct transportation to the meeting.
- **Driving:** If meeting attendees use their own vehicle to travel to a meeting, the standard allowance per kilometer/mile according to their national government's travel policy should be used for the reimbursement request.
- **Ground transportation:** Meeting attendees will be reimbursed for ground transportation (e.g., taxi to and from the airport). This includes use of the attendee's own vehicle (see above) and parking charges.

### *Accommodations*

- In general, the hotel will charge rooms directly to the American Library Association.
- Meeting attendees are responsible for additional charges resulting from extra people sharing a room and personal incidentals.
- In general, the Fund will cover accommodation for the night before and the night after the meeting when necessary, in addition to all nights during the meeting. The Fund will also cover any additional nights for related events sponsored by RSC before or after the meeting.

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<sup>1</sup> Reimbursement of non-RSC members' attendance at in-person meetings must be approved in advance by the Chair of the Copyright Holders.

- For attendees whose travel covers five or more time zones, the Fund will cover 2 nights' accommodation before the meeting.
- If it will result in a greater savings in air travel, the Fund may cover extra nights of accommodation.

*Meals, Incidentals*

- Meeting attendees will not be reimbursed for meals on days when accommodation is covered by the Fund.