

# MetaArchive Cooperative

## Governance Procedures

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Version 3.0



### Overview

The purpose of these MetaArchive Governance Procedures is to help the Leadership Team, 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. Educopia Institute assumes multiple legal and contractual obligations and ensures that any activities of the Cooperative occur within the framework of those 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 regarding structure, costs, and allocation of resources and other practical, structural, planning, and membership concerns. In undertaking those activities, the Governance Groups are responsible for adhering to the contractual, state, federal, and other legal obligations of Educopia.

### Voting

Each Member institution will appoint one staff representative to represent the institution as a Voting Representative to the MetaArchive Cooperative. Decisions recommended by the Leadership Team are subject to a majority vote of the Voting Representatives of the Membership, documented either electronically or in person.

## MetaArchive Governance Groups

### Leadership Team

The Leadership Team is responsible for overall management, coordination, communication, and reporting efforts of the MetaArchive Cooperative. The Leadership Team consists of a Chair, Chair-Elect, Treasurer, and Secretary.

### Leadership Team Chair

#### Roles & Responsibilities

The Leadership Team Chair is primarily responsible for 1) convening all Leadership Team 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 Leadership Team, in

coordination with the Members. On an as-needed basis, the Leadership Team Chair will make herself/himself available throughout their term as an advisor to the Central Staff and the Committees as they prioritize working items. The Leadership Team 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

## **Leadership Team Chair-Elect**

**Roles & Responsibilities**

The Leadership Team 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 Leadership Team Chair at the end of the current Chair's expiring term. The outgoing Chair will still convene the Leadership Team meeting and the incoming Chair will ensure that the Leadership Team brings any/all strategic items to a vote as deemed necessary.

Prior to assuming Chair, the Leadership Team Chair-Elect is primarily responsible for convening the Committees and Central Staff prior to MetaArchive meetings to evaluate and document progress regarding active working items. The Leadership Team Chair-Elect will assist the outgoing Leadership Team Chair with preparing agendas for Leadership Team meetings. The Chair-Elect is also strongly encouraged, as time and availability permits, 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**

- One year term, followed by one year term as Chair

## **Leadership Team Treasurer**

**Roles & Responsibilities**

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

**Term Limit Details**

- Two years with opportunity for renewal

## **Leadership Team Secretary**

**Roles & Responsibilities**

The Leadership Team Secretary is primarily responsible for assisting the Leadership and the Central Staff with recording and distributing minutes from all Leadership and meetings.

The Leadership Team Secretary is also responsible for issuing calls for nominations for all open Leadership positions, and reviewing the results of all voting elections.

#### **Term Limit Details**

- One year with opportunity for renewal

### **Committees**

The MetaArchive Cooperative operates several Committees 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 Committees serve as a launch pad for Working Groups, and all Committee participants will make themselves available to offer guidance and oversight (where needed) for Working Group activities.

### **Committees Leadership**

Committee leadership is intentionally structured to foster a low-barrier to participation and a minimal amount of responsibility. Each Committee should have at least one Chair from amongst the Membership. A Co-Chair is also encouraged. 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.

### **Committee Chair (Co-Chairs)**

#### **Roles & Responsibilities**

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

#### **Term Limit Details**

- Term limits for all 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 Member participants performing focused work over a limited period of time in order to produce a tangible outcome of benefit to the Cooperative and Member institutions wherever applicable. Any Member participant can propose working group ideas to one or more of the Committees and request feedback, guidance, and oversight (where needed). Any recommendations and outcomes that will require expenditure of Cooperative-level resources will require Leadership Team approval in coordination with the Members. Working Groups should have a defined end date with a deliverable.

### **Working Groups Leadership**

A Working Group Chair or Co-Chairs are highly recommended in order to structure, focus, and manage a Working Group over its duration. Intended outcomes and a workplan should be documented.

### **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 Committees and request review and feedback; and 3) document all final outcomes and recommendations for review and approval (where necessary) by the relevant Committees and/or Leadership Team.

**Term Limit Details**

- One year with opportunity for renewal

**Leadership Team Nomination & Voting Procedures**

- Member participants can/should self-nominate for any open positions on the Leadership Team or Committees (Working Groups do not require nominations)
- Central Staff will reserve the right to nominate Member participants in consultation with the Membership in the event of no self-nominations
- Nominations will begin no later than one month prior to end of calendar year
- Candidates will be selected by simple majority vote of the Voting Representatives of the Membership
- Voting will be carried out at or just before end of calendar year
- Voting will be conducted via electronic poll
- Voting results will be reviewed and reported jointly by the sitting Leadership Team Secretary and the Community Facilitator
- All elected positions will assume office and responsibilities at start of calendar year