

## **MEMORANDUM**

**To:** DPLA Board of Directors

**From:** DPLA Secretariat

**Date:** December 2012

**Re:** Proposal for purpose and structure of new DPLA Advisory Committee

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### **I. Introduction**

The new Board of Directors has prioritized continuing the deep and broad engagement of members of the Steering Committee. In November 2012, the Board approved the creation of a formal advisory committee composed principally of former Steering Committee members. The primary function of the committee is to provide advice to the Board from the broadest possible stakeholder group, including libraries, museums, archives, technologists, educators, attorneys, state and local government, foundations, and other innovators.

The DPLA Secretariat was asked to develop a proposal articulating the role, responsibilities, and structure of this Advisory Committee (hereafter referred to as the ‘AC’). The proposal is broken down into five substantive areas—purpose, composition, terms, selection, and meetings—and serves as a general framework for the DPLA Advisory Committee.

### **II. Purpose**

The DPLA Advisory Committee is responsible for providing advice and recommendations to the Board of Directors on matters of concern and interest to the AC, its members, and the DPLA in general.

Advice and recommendations may center on policy-level matters pertaining to the DPLA’s strategic direction, finances, technology, content infrastructure, partnerships, program development, or administration, or other matters relevant to the organization or its users, staff, and stakeholders. The AC is expected to deliberate on topics raised by other DPLA committees or issues brought forth in public DPLA engagements, as deemed relevant.

The AC also serves an advocacy and community-building role. AC members are encouraged to speak in support of the DPLA at relevant conferences, seminars, workshops, meetings, working groups, and other public-facing engagements.

The AC reports to the DPLA Board of Directors.

### **III. Composition**

The AC shall be composed initially of those former members of the DPLA Steering Committee who have opted in to serve. Once the original roster of members has been established, additional individuals who have not served on the DPLA Steering Committee may be asked by the AC or the Board of Directors to join.

The AC shall endeavor to represent an ethnically and professionally diverse stakeholder group, including leaders from the realm of libraries, museums, archives, technology firms, education, law, state and local government, foundations, and other innovative industries.

No more than 15 people shall serve on the AC.

### **IV. Member terms**

DPLA AC members shall serve a term of two years and may be reappointed to serve additional terms.

AC members will elect three officers for a term of two years, or until resignation or removal via formal vote of the members. Officers will serve no more than two consecutive terms in their respective office.

The elected DPLA AC officer positions shall be a Chairperson, Vice-Chairperson, and Secretary.

The officers of the AC will be expected to act on behalf of the AC; serve as chair/facilitator at meetings of the AC; attend the open portions of the DPLA Board of Directors meetings; participate in the electronic discussion list of the AC; advocate AC positions and recommendations to the Board; report to fellow AC members on Board actions that have an impact on or are of interest to the AC; check in with the DPLA Executive Director on those issues and topics about which she/he seeks advice; and respond to requests for advice or action from the Board of Directors, in consultation with members of the AC.

### **V. Member selection**

Additional members shall be selected by AC members or the Board of Directors. Members of the AC or Board of Directors shall communicate in writing recommendations for the addition of new members and present these recommendations

to the group during any AC semi-annual meeting. Consensus is needed to approve a new member of the AC.

## **VI. Meetings and communication**

Members of the AC are expected to convene a meeting, whether virtual (e.g., teleconferences) or face-to-face, at least twice a year. Face-to-face meetings of the AC may be convened in conjunction with meetings of the DPLA Board of Directors. Pursuant to the DPLA's open meetings guidelines, these meetings will be open to the public. Virtual meetings may be convened at other times as deemed useful or needed.

The DPLA AC strives for consensus amongst its members, but when consensus cannot be reached and a formal vote is required, then a single vote for each AC member shall be permitted.

Electronic discussion lists will be maintained for DPLA AC members and officers. Subscribers will be limited to AC members, officers, and related DPLA staff.

AC business shall be, to the extent possible, conducted by electronic means.