



Library Association of Ireland (LAI), Cataloguing & Metadata Group (CMG)

Rules and Procedures

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1. Name

1.1. The name of the group shall be the Cataloguing and Metadata Group, hereafter referred to as "the Group".

1.2. The group is established in accordance with Articles 83 – 87 of the Memorandum and Articles of Association of the Library Association of Ireland.

1.3. The Group reserves the right to change its name. Following consultation with the Executive Board, any change of name shall go through an open and transparent consultation process with the entire membership, and cannot be formally adopted until approved by a two thirds majority of members at an AGM or EGM and ratified by Executive Board.



2. Mission Statement

2.1. The Group is committed to promoting awareness of and expertise in all aspects of library resource description including relevant metadata schema, standards and technologies. The Group endeavours to promote the importance of resource description to the broader library community and to facilitate professional development in this field.

3. Purpose and role

The purpose and role of the Group can be defined as:

- 3.1. To advise the Executive Board of the Library Association of Ireland on any matters relevant to the Group's fields of interest.
- 3.2 To represent the views and objectives of the Group membership to the Executive Board of the Library Association of Ireland.
- 3.3. To provide a forum for librarians/informational professionals working in the field of cataloguing and metadata in Ireland.
- 3.4. To advocate the role and value of cataloguing and metadata in the wider library and information community.
- 3.5. To encourage the provision of education, training and continuing professional development by means of suitable courses, workshops, seminars and visits organised by the Group.

4. Membership

- 4.1. Membership of the Group is open to members of the Library Association of Ireland.
- 4.2. Members are entitled to vote, attend the AGM, receive publications from the Group, serve on the Committee, provided they are personal members in good-standing of the LAI, and contribute to the Group discussion list.



5. Committee and Meetings

- 5.1. The Committee will act as the governing body for the Group.
- 5.2. The Committee shall consist of no more than 12 persons, inclusive of Chair, Secretary and Treasurer.
- 5.3. A quorum shall be considered to be one person more than half of all current Committee members.
- 5.4. The Committee shall meet a minimum of four times per annum.
- 5.5. Committee members will be notified of upcoming meetings a minimum of five working days in advance.
- 5.6. Apologies must be forwarded to the group secretary before the day of the meeting.
- 5.7. Voting at Committee shall be by a show of hands. In the event of a tie, the chair shall have the deciding vote.
- 5.8. All meetings shall be lead by the Chair, or, in their absence, by the Secretary followed by the Treasurer.
- 5.9. At each meeting the role of minute taker will rotate between all members of the Committee.

6. AGM

- 6.1. An Annual General Meeting (AGM) will be held once a year at a time determined by the Committee.
- 6.2. The Secretary will give a minimum of three weeks notice to individual members of the date, time and location of the AGM.
- 6.3. All members of good standing will be invited to attend the AGM, vote on any tabled motions and to submit any motions for consideration.



6.4. The AGM will allow for the presentation of reports from Committee members, the election of new members and consideration of any other business, including motions tabled from members.

7. Election of members to the Committee

7.1. New Committee members will be elected at the AGM.

7.2. Prospective members are required to formally submit expressions of interest to the Committee prior to the AGM.

7.3. In the event of the number of prospective members being greater than the number of available seats, an election will take place, at the AGM via Ballot paper.

7.4 The positions of Chair, Secretary and Treasurer, will be agreed at the first meeting of the newly elected committee following the AGM.

8. Finance

8.1. Responsibility for the Group's finances rests with the Honorary Treasurer who shall make receipt and payment of monies, , and keep books of account, as appropriate.

8.2. Annual accounts must be presented at the AGM. Annual accounts to 31 December must be prepared and should be submitted to the Hon. Treasurer before 31 January of the following year.

8.3. Group Accounts must be audited in keeping with LAI practice.

9. Changes to Rules and Procedures

9.1. Changes to these Rules and procedures are subject to approval by the Executive Board of the Library Association of Ireland.

9.2. Once approved by the Executive Board, any proposed changes shall be effected only by a majority vote at the next AGM.