

# FAST Policy and Outreach Committee

Regulations for the Conduct of Committee Business 2018, updated 2025

## Table of Contents

<b>ARTICLE I. Establishment, Sponsorship, Functions, Membership .....</b>	<b>2</b>
Section 1. Establishment .....	2
Section 2. Functions.....	2
Section 3. Membership.....	2
Section 4. Appointing Agency .....	2
Section 5. Terms of Members .....	3
Section 6. Incomplete Terms .....	3
<b>ARTICLE II. Officers, Elections, Communications .....</b>	<b>3</b>
Section 1. Officers.....	3
Section 2. Elections and Duties .....	3
Section 3. Number of Terms in Office.....	3
Section 4. Term of Office .....	3
Section 5. Alternate Year Elections.....	4
Section 6. Succession to Co-Chair.....	4
Section 7. Filling Vacancies.....	4
Section 8. Partial Terms .....	4
Section 9. Communications Documentation .....	4
<b>ARTICLE III. Meetings, Quorum, Votes .....</b>	<b>4</b>
Section 1. Regular Meetings.....	4
Section 2. Invitees.....	4
Section 3. Call to Meetings.....	4
Section 4. Notice of Meetings .....	4
Section 5. Quorum.....	4
Section 6. Voting .....	5
<b>ARTICLE IV. Relations with the OCLC FAST Program .....</b>	<b>5</b>
Section 1. Transmittal of OCLC FPOC Liaison's Questions .....	5
Section 2. Transmittal of Recommendations.....	5
Section 3. Transmittal of Response .....	5
<b>ARTICLE VI. Amendments.....</b>	<b>5</b>

Section 1. Amending the Regulations.....	5
--	---

## ARTICLE I. Establishment, Sponsorship, Functions, Membership

### Section 1. Establishment.

This Committee shall be known as the FAST Policy and Outreach Committee (“FPOC”). It is a joint committee of OCLC Online Computer Library Center, Inc. (“OCLC”), and representatives from the community of FAST implementers.

### Section 2. Functions.

As an advisory and outreach body, representing the users of FAST, the purposes of FPOC are to:

- Advise OCLC on editorial policies regarding FAST terms.
- Set priorities for ongoing development of the vocabulary.
- Engage the community in developing and maintaining documentation; oversee the process.
- Facilitate the dissemination and collocation of training resources, documentation, and guidance for use.
- Recommend and prioritize directions and goals for development/improvements.
- Provide recommendations for tools and conversion services when appropriate.
- Inform strategic directions to support the FAST business model.
- Provide or facilitate outreach, promotion, and marketing to different communities as appropriate.
- Establish and oversee working groups as needed to accomplish these or other tasks.

### Section 3. Membership.

FPOC shall consist of up to twelve (12) members: two (2) to four (4) continuing members, representing OCLC, and eight (8) to ten (10) appointive members.

From time to time, FPOC may wish to include non-voting, corresponding members. Nothing in these regulations shall preclude the inclusion of such members. If so desired, OCLC, on the advice of FPOC, shall extend such invitations to individuals or organizations. The terms of nonvoting corresponding members shall be specified in the invitation for participation.

### Section 4. Appointing Agency.

OCLC nominates the initial appointive members from representatives of institutions committed to FAST usage and development. OCLC and the resulting committee will appoint all future

appointive members, which may be selected from self-nominated community members or those nominated by interested communities.

### **Section 5. Terms of Members.**

Terms of initial appointive members shall be for one (1) to two (2) years, with half the appointive members assigned each, to ensure staggered turnover. Following initial round of appointments, all future appointments are for two years, with the opportunity to serve a second term. The membership is January 1 to December 31.

The term of the OCLC members are indefinite, and these OCLC member roles may be exchanged among OCLC representatives as appropriate to the needs of OCLC and the FPOC.

### **Section 6. Incomplete Terms.**

In the event that an FPOC member cannot or chooses not to complete his or her membership term, the FPOC member shall notify the Co-Chairs, and the Co-Chairs shall ensure that the committee selects a new member to fill the unexpired term according to the regular procedure prescribed in Article I, Sections 3 and 4. For appointive members, partial terms shall not be counted against the applicable term limit.

## **ARTICLE II. Officers, Elections, Communications**

### **Section 1. Officers.**

The officers of FPOC shall be two Co-Chairs on staggered terms.

### **Section 2. Elections and Duties.**

The Co-Chairs shall be elected by the members of the FPOC from among the appointive members of FPOC. The Co-Chairs shall perform the customary duties of a committee chairperson and such other duties as may be assigned to them by these regulations or from time to time by FPOC. In the absence or incapacity of one Co-Chair, the other shall assume the duties of the Chair; otherwise, the duties will be shared between them.

### **Section 3. Number of Terms in Office.**

Participants are limited to two terms, regardless of their role as Co-Chair or member, which may be consecutive or non-consecutive.

### **Section 4. Term of Office.**

After the initial round of appointments, in which one Co-Chair will be appointed for one (1) year and one Co-Chair will be appointed for two (2) years, the term of office of the Co-Chairs shall be at least two years to no more than four years: from the January following their election until the December following the election of their successors or until their term on FPOC expires. (See Article II, Section 3)

### **Section 5. Alternate Year Elections.**

Following the initial round of appointments, the Co-Chairs shall be elected separately in alternate years.

### **Section 6. Succession to Co-Chair.**

If for any reason a Co-Chair shall not be able to or choose not to complete his or her term of office, a new Co-Chair will be selected by the committee to complete the term, and then to serve a full term at the end of that appointment.

### **Section 7. Filling Vacancies.**

If both the Co-Chairs should be unable to or choose not to complete their terms of office, the vacancies thus created shall be selected for the remainder of such terms, and for the following full terms, by the committee.

### **Section 8. Partial Terms.**

Partial terms served by an appointive member in the office of Co-Chair under the circumstances enumerated in Sections 5-7 of this Article II shall not be counted as terms for the purpose of determining the number of full terms for which he or she is eligible to serve as Co-Chair.

### **Section 9. Communications Documentation.**

A member of the committee as appointed by the Co-Chairs shall be responsible for recording and preparing the minutes of each meeting for distribution to the members of FPOC.

## **ARTICLE III. Meetings, Quorum, Votes**

### **Section 1. Regular Meetings.**

FPOC shall meet at least quarterly and more frequently as desired by virtual, synchronous or asynchronous means. Other meetings may be held as necessary.

### **Section 2. Invitees.**

FPOC may or may not have invitees at its meetings depending on the agenda.

### **Section 3. Call to Meetings.**

Meetings shall be subject to the call of either Co-Chair or a majority of the members.

### **Section 4. Notice of Meetings.**

Notice of meetings shall be not less than 14 days in advance of such meetings.

### **Section 5. Quorum.**

In any meeting, a majority of members shall constitute a quorum for the transaction of business and votes may be carried by a majority of the quorum.

## **Section 6. Voting.**

The Co-Chair may, at the request of any member of FPOC, or on his or her own initiative, submit proposals for action between meetings for FPOC's decision by electronic vote. In case of dissent among the members on editorial matters, a second vote may be taken at the discretion of a CoChair after each member has been acquainted with the views of every other. No vote shall be carried without the affirmative support of a majority of the whole Committee, and all votes shall be confirmed for the record at the next meeting. Nonetheless, should a decision of the committee be determined to be infeasible or inadvisable for implementation by OCLC according to operational or business needs, the OCLC FPOC Liaison may postpone or decline any necessary implementation or support. In such circumstances, the OCLC FPOC Liaison will provide the FPOC with the reason for declination or postponement.

## **ARTICLE IV. Relations with the OCLC FAST Program**

### **Section 1. Transmittal of OCLC FPOC Liaison's Questions.**

Questions for which the OCLC FPOC Liaison requires answers shall be communicated by him or her to a Co-Chair, who shall submit all such questions to the consideration of FPOC either at its next meeting or for a vote between meetings.

### **Section 2. Transmittal of Recommendations.**

Recommendations for the FAST Program will be submitted to the OCLC FPOC Liaison in writing.

### **Section 3. Transmittal of Response.**

Response from the OCLC FPOC Liaison will be submitted in writing to the Co-Chairs within 30 days; should deliberations on implementation of recommendations require longer, following responses will be supplied as appropriate.

## **ARTICLE VI. Amendments**

### **Section 1. Amending the Regulations.**

These Regulations may be amended solely by joint action of OCLC (as represented by the OCLC FPOC Liaison) and FPOC.