

# ORCID-CA Governing Committee

## Terms of Reference

Updated March 9, 2021

### Definitions in this Document

- “Committee” refers to this body, the ORCID-CA Governing Committee.
- “Consortium” refers to the Canadian ORCID-CA consortium.
- “Consortium Administrative Lead” currently refers to the Canadian Research Knowledge Network (CRKN).
- “ORCID-CA” refers to the Canadian ORCID-CA consortium.
- “Community Manager – ORCID-CA” refers to the staff person hired to manage technical and administrative support for ORCID-CA.
- “Members” refers to current institutional participants of the ORCID-CA Agreement.

ORCID, named for the “Open Researcher and Contributor ID” that it developed, is a global initiative that seeks to simplify research administration and facilitate discovery and access to research outputs.

This document specifies the Terms of Reference for the ORCID-CA Governing Committee.

### Purpose of the ORCID-CA Consortium Governing Committee

The Committee will provide governance and operational oversight for the Consortium in order for it to operate effectively and sustainably into the future.

The Committee will:

- Respond to member needs for the implementation and use of ORCID;
- Develop methods to measure and evaluate Consortium success;
- Continuously monitor and review the structure and costing of the Consortium and recommend changes as appropriate;
- Provide advice and guidance to the Consortium Administrative Lead and Community Manager – ORCID-CA on matters relating to the operations of the Consortium;
- Establish the strategic direction of the Consortium in building its capabilities;
- Establish and maintain activities for gathering feedback from members;
- Communicate regularly with the members of the Consortium; and,
- Promote the benefits of ORCID and the Consortium;
- Organize an annual meeting of the members;
- Recruit new members to grow the Consortium.

The Committee may establish other committees or sub-committees as required.

Committee Members will:

- Be cognizant of and respectful of particular stakeholder views, but act and use his/her abilities, experience and influence constructively and in the best interest of ORCID-CA as a whole;
- Commit to attend meetings of the Committee;

- Ensure that decisions and actions are done in a manner so as not to jeopardize the ability of the Consortium Lead, Community Manager – ORCID-CA, or Institutional Members in fulfilling their requirements as outlined in the ORCID Agreement.

## ORCID-CA Governing Committee Membership

The membership of the Committee will represent the Institutional Members of the consortium.

### *Membership*

The size and composition of the Committee will be reviewed periodically to ensure that institutional members have balanced representation on the committee. The Committee shall consist of no more than 10 voting members drawn from the membership of the consortium including:

- A minimum of 5 and a maximum of 9 representatives from institutional members of the consortium;
  - The composition of the committee will strive to reflect the diversity of the membership including type, size, and representing both official languages.
- The Chair or Vice-Chair of the Canadian Persistent Identifiers Advisory Committee.

Ex-Officio, Non-Voting members:

- Executive Director of the Consortium Lead or her designate.

The Community Manager – ORCID-CA will provide administrative support to the Committee. Additional members of the Consortium Lead organization may attend to provide support at the Chair’s discretion.

### *Chair*

The Committee will either elect a Chair from its membership or appoint a Chair from the ORCID-CA membership.

Appointment Process:

The representatives who are institutional members of the Consortium are nominated by their respective organizations and selected by election of the members. Nominations should include expertise and areas of interest of the nominees.

Individuals nominated to serve will be elected via a closed ballot process typically conducted electronically once per year, or as needed when terms are not fully served.

### *Term*

Committee members serve for a term of two years and are eligible for re-election for a maximum total term of 4 years. Terms will be staggered to ensure that there is continuity within the Committee.

## Decision Making in the Committee

Decisions by the Committee, or by any sub-committees, are taken by consensus and duly minuted; however, the Chair retains the right to hold a vote of the Committee’s members in special cases. Additional deliberations, including votes, may be conducted via electronic means between meetings as required.

All Committee Members must declare any conflicts of interest, and recuse themselves from any decisions in which they or their employer has a conflict of interest which influences, or may appear to influence, proper consideration within the Committee on a matter or proposed matter.

## Meeting Frequency & Quorum

The Committee will meet quarterly, or more frequently as needed, with meetings ordinarily taking place using electronic means.

A meeting may be conducted in person or by electronic means at the request of any Committee Member, and with a minimum of 7 business days' notice. Items may be dealt with outside of meetings via email under the guidance of the Chair as required.

A quorum shall be the majority of the voting members of the Committee. If a quorum is not present, the meeting may continue but decisions will not be taken.

At meetings of the Committee, the Chair presides. If the Chair is not present, another member of the Committee may be chosen by the Chair to preside.

## Lines of Communication

- Draft minutes and internal documents of the Committee are held confidential, and not for redistribution by Committee Members;
- Following each Committee meeting, a summary of the meeting is prepared by the Community Manager – ORCID-CA, reviewed by the Chair for posting and circulation to the ORCID-CA membership and the ORCID-CA website;
- Distribution of meeting summaries, minutes and documents is handled by the Chair through the Community Manager – ORCID-CA, to ensure accurate and consistent information is distributed;
- Official public documents and communications are made available in French and English.

## Honorarium and Costs

Committee Members will not receive compensation for their services on the Committee.

The cost of flights, accommodation and other travel related out of pocket expenses will be covered by Committee Members' respective organizations. The cost of travel for the Community Manager – ORCID-CA will be borne by the Consortium Lead.

## Updating the Terms of Reference

In order to update these Terms of Reference, an affirmative vote of at least fifty-one percent of ORCID-CA institutional members is required.