

Title	By-laws for Standards Committee
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Author(s)	Bente Maegaard, Steven Krauwer
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BY-LAWS for Standards Committee

Article 1 Purpose and terms of reference

The Standards Committee is a permanent committee that reports to the Board of Directors (BoD). Its main responsibility is to advise the Board of Directors (BoD) on the adoption of standards to be supported by CLARIN ERIC.

Its main tasks include:

- to collect, consolidate and prepare for publication in a single place its findings and recommendations related to standards;
- to maintain the set of standards supported by CLARIN and adapt them to new developments within or outside CLARIN;
- to publish and promote the standards supported by CLARIN;
- to develop and implement procedures for the discussion of recommendations and the adoption of new standards;
- to ensure harmonisation of standards between CLARIN ERIC and related initiatives;
- to ensure communication with international standards bodies such as (but not restricted to) ISO;
- to advise the BoD in all matters related to standards.

Every year the Standards Committee prepares an annual work plan and an overview of the standards issues in relation to the implementation of the CLARIN infrastructure. The work plan will be reviewed by the BoD. Both the plan and the overview are shared with the General Assembly (GA). They are to be submitted to the BoD one month before the GA meeting takes place.

Article 2 Membership

The composition of the Committee is as follows:

- Every CLARIN ERIC member and observer consortium can select one or more experts for membership of the committee.
- The Board of Directors and the committee may invite additional experts to join the committee

If a member changes its expert in the committee, the national coordinator has to inform the BoD and the chair of the Standards Committee.

The term of office will be two years, with a possibility of prolongation.

Article 3 Chairs

The Board of Directors will appoint a Chair and a Vice Chair, to be selected from the committee members, after consultation with the committee. The term of office will be two years, with a possibility of prolongation.

Article 4 Meetings

The Standards Committee meets as often as deemed necessary by the chair, normally at least 4 times per year. If three or more members call for it, an additional meeting will be held.

Meetings are called by the chair at least 2 weeks in advance. The agenda and supporting documents are circulated at least 1 week prior to the meeting. The chair may ask the CLARIN Office for assistance in preparing meetings, and in producing and circulating reports and other documents. Minutes should be circulated to the participants 2 weeks after the meeting. A copy of the final version of the minutes is sent to the BoD and to the National Coordinators Forum (NCF) for information and possible action. Minutes may contain recommendations for decisions to be taken by the BoD and the NCF.

Meetings may take place face-to-face, through telephone/video conference calls or other adequate technologies. Members who cannot be present may give their opinion to the chair before the meeting.

The chair may invite external experts to participate in meetings. Members of the BoD may attend all meetings.

Article 5 Voting

Normally consensus is sought. If voting is necessary, voting will be by simple majority. Voting will be secret if requested. In case of a tie, the chair has the casting vote.

Article 6 Remunerations

Membership of this committee is not remunerated, but can be listed as a contribution from a national consortium to CLARIN ERIC.

Article 7 Amendments

These by-laws may be changed by the Board of Directors after consultation with the committee.