**NJLA CUS/ACRL-NJ Bibliographic Control and Metadata Committee**

**By-Laws**

* The officers of the BCMC shall be a Chair and Vice Chair/Chair Elect.
* The Chair shall serve a two-year term, starting July 1st. The Chair shall preside at committee meetings, convene special meetings, and be a full voting member of the Committee.
* The Vice Chair/Chair Elect, elected at the spring meeting, shall serve a two-year term and succeed the office of Chair. The Vice Chair/Chair Elect shall assist the Chair in managing committee related business, including taking minutes for each committee meeting and working with the Chair to coordinate committee representation to other NJLA CUS/ACRL-NJ committees related to charges of the BCMC.
* The Chair shall assign the minutes-taker for each committee meeting when the Vice Chair/Chair Elect is not present, distribute draft minutes to members via email, finalize approved minutes, and routinely maintain the committee page and calendar on the NJLA CUS/ACRL-NJ website. The Chair and the Vice Chair/Chair Elect are responsible for arranging meeting locations, meeting room setup, parking for attendees, etc. The Chair shall also solicit nominations for the Vice Chair/Chair Elect and convene the spring election, which includes preparation, collection, and counting of ballots.
* If the Chair resigns, the Vice Chair/Chair Elect shall take the office in an interim capacity until the Vice Chair/Chair Elect officially becomes the Chair.
* If the Vice Chair/Chair Elect resigns before their term is up, a special election shall be held immediately for a new Vice Chair/Chair Elect to be elected to fill the unfinished term only if the unfinished term is more than one year. The newly elected Vice Chair/Chair Elect is expected to be the Chair of the next term. If the unfinished term is less than one year, the position will remain vacant until the next regular election takes place in the spring, which means two officers shall be elected at the spring election, Chair and Vice Chair/Chair Elect.
* Any individual employed in a cataloging or metadata capacity at a library affiliated with a New Jersey college or university may become a member of BCMC. Paraprofessional support staff and library school students may join as associate members, who may attend BCMC meetings but lack the voting rights of full members.
* BCMC members are expected to attend at least one meeting a year, actively participate in discussions of committee related business, and assist in committee related special tasks or projects as assigned. The Committee officers will review members’ attendance records and other related assignments. Members that fail to fulfill the obligations will lose privileges of BCMC membership.
* By-laws can be revised as needed and must be reviewed every five years, distributed to all members, and approved by a majority of members who vote.

Revised October 21, 2021

Approved November 1, 2021

Revision approved March 21, 2024