



ONIX for Books International Steering Committee

ONIX for Books International Steering Committee: Terms of Reference

Revised October 2010

1. The ONIX for Books International Steering Committee (ISC) shall be made up of one representative of each ONIX for Books National Group which is recognised by EDItEUR ; other members of national groups may attend and speak at meetings of the ISC, but each national group shall have only one official representative at meetings
2. Members of staff of EDItEUR, and consultants to EDItEUR, shall attend and may speak at meetings of the ISC, but shall not participate in decision making activities
3. The ISC shall meet twice annually face-to-face at the London Book Fair and at the Frankfurt Book Fair; between these meetings, the ISC may have additional meetings at the discretion of the EDItEUR Executive Director and the chair of the ISC
4. The ISC shall elect a chair from among the membership of the National Groups; the chair shall be elected for three years, and after serving a three year term shall not be eligible for re-election for three years.
5. The role of the chair is to preside at meetings of the ISC and to liaise with EDItEUR over the business of the meetings; secretariat support will be provided by EDItEUR
6. So far as possible, the ISC shall make decisions on the basis of consensus (defined by ISO as “lack of sustained opposition”); if necessary, a formal vote will be taken among the official representatives of National Groups, with decisions made by simple majority; in the event of a tied vote, the chair (who may also be the official representative of a National Group) shall have the casting vote
7. The ISC shall have the following responsibilities:
 - a. To establish policies, procedures and priorities for the maintenance and development of ONIX for Books standards, and to monitor their execution
 - b. To approve the issue of new releases of ONIX for Books standards after agreed review processes have been successfully completed, and resolve any disagreements arising from those processes
 - c. To establish policies for the promotion and support of ONIX for Books standards, and monitor their execution
 - d. To approve new National Groups as members of the ISC
 - e. To establish policies for collaboration with other parties and monitor their execution.