

ONIX for Books International Steering Committee: Terms of Reference

Revised April 2014

1. The **ONIX for Books International Steering Committee** (OISC) shall be made up of one representative of each ONIX for Books National Group which is recognised by EDITEUR, and one representative of EDITEUR; other members of national groups may attend and speak at meetings of the OISC, but each national group shall have only one official representative at meetings.
2. Other members of staff of EDITEUR, consultants to EDITEUR, and other parties by invitation of the ISC or EDITEUR may attend and speak at meetings of the OISC, but shall not participate in decision making activities.
3. The OISC shall meet twice annually face-to-face at the London Book Fair and at the Frankfurt Book Fair; between these meetings, the OISC may have additional meetings at the discretion of the EDITEUR Executive Director and the chair of the OISC. Any meeting – whether face-to-face or virtual – should be considered quorate if at least half the national groups are represented.
4. The OISC 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. In the event an elected Chair is unable to complete a term for any reason, a new Chair shall be elected for a new term of three years.
5. The role of the chair is to preside at meetings of the OISC and to liaise with EDITEUR over the business of the meetings; secretariat support will be provided by EDITEUR. In the event the Chair is unable to attend a particular meeting, a temporary Chair for the meeting shall be selected from among the representatives of the national Groups present.
6. So far as possible, the OISC 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 OISC 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 OISC;
 - e. To establish policies for collaboration with other parties and monitor their execution.