

## KLAS Development and Advisory Committee (KDAC)

---

### Functions:

- The committee will serve in an advisory capacity and will be responsible for soliciting and reviewing KLAS user suggestions for KLAS software development and improvement.
- Keystone will consult with and solicit feedback from committee members during development.
- The committee will report on activities at the KLAS Users' Conference.
- Committee members will meet monthly or as needed, with minutes and updates posted to the KLAS user discussion board.

### Membership:

- The six-member committee is comprised of four TBL KLAS administrators (one representative each for large, midsize, small, and sub-regional libraries), and one representative each for IRC and special organizations / schools.
- A KLAS Users' Group Officer will serve as liaison with the ability to make a tie-breaking vote.
- Inaugural representatives will be selected by KLAS Users' Group Officers for either a one- or two-year term.
- The committee will elect new members from a list of approved nominees as needed.
- Committee members will serve a two-year term with no more than two consecutive terms.
- The committee may select up to 3 additional at-large members. Priority is given to IRC and special organizations to increase representation in these segments of the user group. At-large members serve a 1-year commitment, with the option of continuing for an additional year if no other representatives express interest in joining.

## **KDAC Officers Duties**

---

### **Chair:**

- The Chair of the Keystone Development Advisory Committee (KDAC) shall be elected from the current membership of the committee and shall serve a one-year term.
- The Chair shall preside at KDAC business meetings and any special meetings of the committee.
- The Chair shall prepare and present a report of the activities of the committee to the full KLAS Users' Group at the KLAS Users' Group conference. If the Chair is unable to attend the conference, they may designate another member of the committee to present this report.
- The Chair shall serve the committee until their successor has been elected and installed.

### **Secretary:**

- The Secretary shall be elected from the current membership of the committee and shall serve until their successor is elected.
- The Secretary shall take minutes for the Committee's business meetings and shall make those minutes available to the committee members at least five business days prior to the next KDAC meeting.
- The Secretary will ensure that the minutes are recorded in the appropriate area of the KLAS Users' Group website and that any unrecorded minutes are transferred to their successor for such inclusion.