

**ISKO Scientific and Technical Advisory Council (STAC)  
Terms of Reference. Draft V6**

<b>1 Name and tag line</b>	<p>1.1 The name of the Council is Scientific and Technical Advisory Council (STAC)</p> <p>1.2 The Council may use the tag line Observing Knowledge Organization Scholarship and Applications</p>
<b>2 Scope</b>	<p>2 In line with ISKO's mission (<a href="https://www.isko.org/about.html">https://www.isko.org/about.html</a>), the Council is concerned with the scholarship, theory, principles, and applications of the pervasive subject of Knowledge Organization</p> <ul style="list-style-type: none"> <li>• as dealt with by, among others, Information Studies (including knowledge organization systems in all domains), Philosophy, History, the Ontology community, Psychology and Cognitive Science, Linguistics, Computer Science (Data Modeling, Artificial Intelligence, Machine Learning), Taxonomies in the Sciences and the Humanities (Chemistry, Biology, Medicine, Literary Genres, Museum Objects, etc.) and all kinds of data schemas and formats, including those used on the Web.</li> <li>• applied in, among others, <ul style="list-style-type: none"> <li>○ libraries, bibliographic information systems and related services, publishing, the Web, archives, museums,</li> <li>○ preserving and providing access to cultural heritage across domains and institutional contexts;</li> <li>○ (digital) humanities, natural language understanding systems (including information extraction), education, instructional design;</li> <li>○ process modelling (including business processes, production processes, etc.);</li> <li>○ health information systems, financial information systems, legal information systems, government information systems, etc.</li> </ul> </li> </ul> <p>This broad area of concern includes three cross-cutting issues of particular note:</p> <ul style="list-style-type: none"> <li>• The cultural, social, political, and economical impact of Knowledge Organization and, reciprocally, the impact of thinking and developments in the social, political, and economical sphere on Knowledge Organization.</li> <li>• The technology that supports the development of Knowledge Organization Systems and the application of Knowledge Organization.</li> <li>• The preservation, integration, transfer, and advancement of the corpus of knowledge of the subject of Knowledge Organization.</li> </ul>
<b>3 Charge</b>	<p>3.1 The prime function of the Council is to keep under constant review the status and evolution of the Knowledge Organization field, its scholarship and applications, and to advise the Board of Directors and the membership on how these can best be reflected in the Society's activities and outputs.</p>

- 3.2 Within this broad charge, the Council is charged with the following tasks:
- 3.2.1 Oversee the programmatic organization of the ISKO biennial conference in collaboration with the local host chapter (as specified in the ISKO conference manual) and be available for advising ISKO chapters on their conference programs.
  - 3.2.2 Oversee or be involved in the process of review and selection for best paper awards □ KO journal, the ISKO biennial conference, and others that might be established (such as best paper across all ISKO chapter conferences in a ISKO business year, or Best Student Paper Award).
  - 3.2.3 Communicate with and advise the editors and editorial boards of all ISKO publications, including the journal Knowledge Organization (KO), the ISKO Encyclopedia of Knowledge Organization (IEKO) and the ISKO website specially with respect to thematic focus and evaluation criteria for contributions.
  - 3.2.4 Advise or report on other issues as referred to the Council from within ISKO or as decided by the Council.
- 3.3 The Council may undertake the following, with much of the work being delegated to committees or working groups and results reviewed by whole Council:
- 3.3.1 In time for the ISKO Annual Meeting, prepare an annual review of significant developments in Knowledge Organization in the preceding 12 months.
  - 3.3.2 Observe, promote discussions, and issue opinion papers on education in Knowledge Organization □ in information science programs, computer science programs, schools of management, linguistics programs, and more as well as in professional development opportunities and on-the-job training. Suggest essential knowledge and skills for professionals whose responsibilities include Knowledge Organization applications and corresponding content for courses and other educational activities that include a Knowledge Organization component.
  - 3.3.3 Prepare comprehensive reviews, white papers, and other documents on important issues in Knowledge Organization and its applications.
  - 3.3.4 Initiate, conduct, or advise on special projects to be supported or sponsored by ISKO.
  - 3.3.5 Work on increasing the visibility/popularization of Knowledge Organization through dissemination activities.
  - 3.3.6 Explore thematic connections with other scientific or professional societies.
- 3.4 The Council will prepare a written annual report of its activities for the ISKO Board of Directors and the ISKO Membership and will make a brief presentation at the ISKO Annual Meeting.

**4  
Membership**

- 4.1 The Council has 30 members, but it can function if not all member seats are filled. In the event that the number of members falls below the quorum required at meetings as specified in Section 7.2, the Council chair shall notify the Board of Directors that the Council is temporarily unable to discharge its duties but will resume its functions as soon as a sufficient number of new members is added.
- 4.2 Twenty-eight members are sought through an open recruitment process conducted every year in which the terms of one or more members end. From the total pool of candidates, Council selects the number required to fill all open seats and sends these nominations to the ISKO Board of Directors for approval.
- 4.3 Two members are ex-officio members of the Council with voice but no vote: The editor-in-chief of the KO journal and the editor-in-chief of the IEKO.
- 4.4 All but five members of the Council must be ISKO members. To ensure external input and connections to other communities, up to five members can come from outside ISKO.
- 4.5 Members serve for a four-year term, normally beginning with and ending at an ISKO annual meeting. Outgoing members can apply for membership again, joining the pool of candidates. There is no term limit. Details of nomination procedures are specified in the STAC Business Rules.
- 4.6 Terms should be staggered.
- 4.7 Members of the ISKO Board of Directors and members of the editorial boards of the KO journal and of IEKO are eligible to apply for Council membership, but only two elected members of the ISKO Board of Directors may be members of the Council at any one time.
- 4.8 The Council membership collectively should represent the areas of expertise needed to cover the full breadth of KO as defined in the Charge, with some consideration given to geographic representation.
- 4.9 Members contribute to the work of the Council through
- having a vision for moving the KO field forward and proactively contribute to achieving this vision;
  - being recognized for contributions to scholarship or practice in the broad field of Knowledge Organization, in particular, are involved in research and scholarship and/or developing innovative systems for the development, maintenance, mapping, and/or application of Knowledge Organization Systems and/or innovative applications of Knowledge Organization, for example in libraries, websites, machine learning systems, instructional design, etc., publish their work in journal and/or conference papers, and are active service to the profession, including reviewing for journals, conferences, and/or funding

	<p>agencies.</p> <ul style="list-style-type: none"> <li>• bringing needed expertise to the Council, and be able to assist in recruiting high-caliber specialists to join Council working groups.</li> </ul>
<b>5 Officers</b>	<p>5.1 Every other year, the Council shall elect from its voting members a chair, vice-chair, and secretary for two-year terms. Becoming a candidate requires nomination by one Council members. Officers may be nominated as candidates for the same or another office. There is no term limit. Details of election procedures and filling mid-term vacancies are specified in the STAC Business Rules.</p> <p>5.2 The chair may appoint such other personnel (such as a Communications Officer/Web Master/ Social Media Liaison) as deemed beneficial for conducting the business of the Council.</p>
<b>6 Committees</b>	<p>6 The Council can establish such committees and working groups as it deems necessary for its work. Committees and working group membership is not limited to Council members. The results of committee work are reviewed by the Council.</p>
<b>7 Meetings and voting</b>	<p>7.1 The Council will have at the minimum an annual meeting in conjunction with the ISKO Annual Meeting. The chair can call other meetings as needed. Meetings will be online or hybrid.</p> <p>7.2 Ten members constitute a quorum.</p> <p>7.3 Online votes can be held outside of meetings as needed. The quorum rule applies.</p>