



Terms of Reference

Committee Name: AI Standards Working Group

Date Established: November 20, 2023

Approver: Vendor Liaison Committee, Executive Board

Revision Date(s): Annual General Meeting 2026

Introduction /Background / Purpose

The CALL/ACBD AI Standards Working Group (WG) was approved by the Board as a working group in August of 2023.

The WG is responsible for developing standards pertaining to the use of artificial intelligence in legal technologies, including both commercial and non-commercial databases.

The databases anticipated to be covered by such standards would be those that use legal information sources (statutes, regulations, cases, commentary, and other sources) as their primary data source.

The group may decide to pursue related projects once the initial project has been completed.

Reporting Structure

The WG works under the auspices of the Vendor Liaison Committee (VLC).

Membership /Composition of the Working Group

The WG shall have diverse representation by region and by type of library.

Membership in the Committee shall be voluntary (not by appointment or election).

The WG may, from time to time, invite external or third parties to attend meetings as non-voting guests.

Terms of Office

To ensure a level of expertise and familiarity with committee work, terms of office shall normally be 2 years.

Authority

The WG shall make recommendations only.

Budget

No budget has been allocated. If budget will be required, it shall be submitted to the VLC for inclusion in the request to the Board submitted each fall.

Timelines

- TOR to the Board by November 15, 2023.
- Standards document to VLC by April 30, 2024.

Structure and Operation

The WG shall have a chair and may have a co-Chair.

The co-Chairs will collaboratively set agendas for meetings, recording the Minutes of Meetings, report to the Vendor Liaison Committee periodically and to the Board. The co-Chairs will decide meeting dates and disseminate this information to the WG.

Meetings

Wherever possible, the Committee will meet synchronously once per month. As needed, additional meetings may be scheduled.

Quorum

Prior to a vote being conducted during a synchronous meeting, quorum must first be established.

One-half of the Committee members constitutes a quorum, except during the period May to August when the quorum shall be forty per cent of the Committee members.

Agendas and Notice of Meeting

Meeting agendas, minutes of the previous meeting and all reports and other materials to be considered shall be circulated to all members at least five days prior to the meeting and posted.

Any proposals for matters to be included on the agenda shall be submitted to the Chair ten days prior to the scheduled meeting.

Decision Making

Subject to its own authority to make a special rule of order, *Robert's Rules of Order* shall be the official authority for those matters for which rules of order of its own have not been adopted.

1. Debate:

When a motion is opened to debate, its maker is entitled to speak first and to speak last, if they so choose.

2. Voting:

Decisions will be reached by consensus where possible. If consensus cannot be reached, a simple majority of votes cast is required to pass a motion, except adoption of and amendments to these Terms of Reference, which will require the approval of a two-thirds majority of Committee members.

An abstention is not counted in a vote.

Votes may be conducted via email if quorum is not met in a meeting.

Record Keeping

The records of Committee proceedings (Agendas, Minutes, Supplementary materials) will be archived on Basecamp.

Review By Date

These Terms of Reference should be reviewed in three years and amendments submitted to the VLC for consideration and to the Board for approval.

Appendices

Cross References