

Protocol for the Standing Committee on Multi-Lingualism & Multi-Culturalism

Approved by the ADHO Steering Committee at its June meeting in Oulu, Finland 2008. Minor changes were approved by the ADHO Steering Committee at its July meeting in London, UK 2010.

1. Introduction

The Alliance of Digital Humanities Organizations (ADHO) created a Standing Committee on Multi-Lingualism & Multi-Culturalism (SCM). This committee was charged with developing and promoting policies in ADHO and its constituent organizations that will help them to become more linguistically and culturally inclusive in general terms, and especially in the areas where linguistic and cultural matters play a role.

2. Areas concerned

The areas in which policies on Multi-Lingualism and Multi-Culturalism will have an impact include:

- The web sites of ADHO and its constituent organisations
- The conferences of ADHO and its constituent organisations
- The journals and other publications of ADHO and its constituent organisations
- The call for papers for the annual conferences of ADHO and other conferences sponsored or supported by its constituent organisations
- Reviews of conference and publication proposals

3. Objectives

In all areas, the objectives of the policies will be:

- to value the multilingual and multicultural character of the community
- to reflect the multilingual and multicultural wealth of the community
- to take the different academic cultures and norms into account
- to ensure proposals are reviewed by culture- and language-sensitive reviewers

4. Membership

The committee is composed of a Chair, appointed annually by the ADHO Steering Committee, and one representative appointed by each of ADHO's constituent organisations. Each representative appointed by a constituent organization will serve for a three-year term.

The Standing Committee on Multi-Lingualism & Multi-Culturalism may co-opt additional members of ADHO at its discretion, each co-option to run for up to twelve months within the

Committee's annual cycle.

The Internationalization Editor of DHQ is an ex-officio member of the committee. In this capacity she or he is responsible for the communication between the SCM and DHQ and for reporting on practical issues arising with DHQ which are relevant for the realization of ADHO's policies on multi-lingualism and multi-culturalism.

The SCM Chair is a non-voting member of the ADHO Steering Committee and in that capacity is responsible for communication between the two committees.

By accepting the appointment the Chair as well as the representatives of ADHO's Constituent Organisations, the Internationalization Editor and the co-opted members accept this protocol.

5. Activities

1. The annual cycle of the SCM is considered to run from the end of one annual ADHO conference to the beginning of the next.
2. The SCM will meet at the annual ADHO conference to identify challenges and opportunities and set the agenda for the forthcoming year. If possible this will be after the ADHO Steering Committee meeting, in order that directions from the Steering Committee can be taken into account when planning. If there is a change in Chair, this meeting will include both the past Chair and the new one if both can attend.
3. The SCM will conduct its business during the year by e-mail and, if necessary, by conference call.
4. The Chair of the SCM will formally remind the ADHO constituent organization whose appointed member is coming to the end of her / his term that a new 3-year appointment needs to be made. The new appointment should be notified to the SCM Chair at or before the annual ADHO conference.
5. Each year the ADHO Steering Committee will review the position of Chair of the SCM at its meeting and will appoint a Chair for the forthcoming year. There is no bar to a Chair being re-appointed at the discretion of the Steering Committee.
6. Once a year the Chair should report in writing to the ADHO Steering Committee and to the executive committees of the constituent organizations, before their annual meetings.
7. The Steering Committee will review this protocol when either the Chair of SCM or the Chairs of the committees of the ADHO Constituent Organisations propose changes which have been agreed on by the respective committees.
8. The ADHO Steering Committee is encouraged to communicate proposals and directions in relation to the policies of multi-lingualism and multi-culturalism which the SCM should try to facilitate.

6. Timeline

1. April: The SCM Chair requests the member constituent organizations to appoint or re-appoint its representative on the Standing Committee on Multi-Lingualism & Multi-Culturalism. Where possible, the new appointment should be made in time for a new appointee to make travel arrangements for the annual meeting.
2. May: The Chair of the SCM reports in writing to the ADHO Steering Committee.
3. June-July: At the annual ADHO conference, the SCM Chair may be asked to discuss the

SCM's report during the ADHO Steering Committee's meeting. During the annual ADHO conference, the SCM also meets to set the agenda for the coming year.

4. From conference to conference: The SCM pursues the agenda set at the annual meeting.