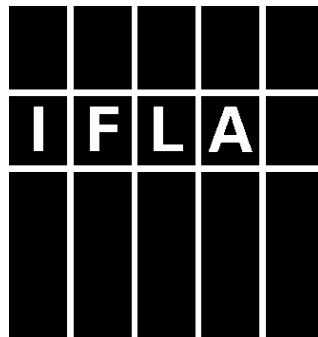


RULES OF PROCEDURE



INTERNATIONAL FEDERATION OF LIBRARY
ASSOCIATIONS AND INSTITUTIONS
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RULES OF PROCEDURE SEPTEMBER 2009

Rule 1

R1. MEMBERSHIP: STANDING APPEALS PANEL (STATUTES, ART. 5.5)

- R1.1 The Standing Appeals Panel (the Panel) shall consist of three members appointed by the Governing Board. They shall include persons who together have adequate experience in, and understanding of, the governance of IFLA, the interpretation of IFLA's Statutes and the law relating to associations, particularly in the Netherlands.
- R1.2 At the initial appointment of the Panel the Governing Board shall appoint one member of the Panel for a period of one year, one member for two years and one member for three years. Thereafter all members shall be appointed for three years.
- R1.3 Members of the Panel may be reappointed for one additional period of three years.
- R1.4 The member of the Panel appointed for one year shall serve as its Convenor, in the following year the member appointed for two years shall serve as Convenor, followed by the member appointed for three years. Thereafter the members shall each serve as Convenor for one year, in the order of their appointment.
- R1.5 If a Panel member is unable to complete the term, the other members will move up in the rotation and a new member will be appointed for a three-year term.
- R1.6 Within two weeks of receiving notice of an Appeal from a Member as provided for in Statute 5.5.1 the Secretary General shall request the Convenor to convene the Panel to consider the Appeal.
- R1.7 If any member of the Panel is not available to consider an Appeal or if it appears possible that a member of the Panel may have a conflict of interest, the Convenor shall in consultation with the President appoint a replacement for the purpose of that Appeal.
- R1.8 The Members of the Panel shall study the Appeal submitted to them and consult with one another. The Panel may call for and consider further information from the Appellant, from the Secretary General or his staff, or from other parties. The members of the Panel are not required to meet, but shall conduct their work by correspondence and/or electronic means of communication.
- R1.9 The Panel may decide to uphold the expulsion, reinstate the Member, or extend the Member's suspension for a period of not more than one month for the purpose of gathering additional information.
- R1.10 The Panel shall within one month of its appointment communicate their decision to the Secretary General. A decision to extend a suspension shall also be communicated within this time-frame, after which the Panel shall communicate their final decision to the Secretary General no later than one further month.
- R1.11 The Secretary General shall communicate the Panel's decision to the Appellant and the Governing Board within two weeks of receipt

Rule 2

R2. PAYMENT OF MEMBERSHIP FEES (STATUTES, ART. 5.8; ART. 7.2)

- R2.1 Annual membership fees (including the moneys payable for publications, additional sections or other services to which a Member has subscribed) shall be payable in advance on the 31st day of March each year.
- R2.2 The Secretary General shall, on payment of the correct fee in full, send a receipt of payment, which shall serve as both evidence of payment and, where appropriate, authorization to vote.
- R2.3 Members who have not paid their fees in full by 30 June in any year may be suspended by the Secretary General. A suspended Member shall not receive any of the services of the Federation, and shall forfeit the right to vote, until the fees are paid in full.
- R2.4 Members that have not paid their fees by 31 December in any given year shall be excluded by resolution of the Governing Board.
- R2.5 Honorary Fellows retain their membership for life and are not required to pay membership fees.

Rule 3

R3. AFFILIATE STATUS (STATUTES, Art. 6)

Affiliation to the Federation shall be available in the following categories of Affiliates:

Institutional Affiliates

- R3.1 Very small institutions that are unable to sustain institutional membership of the Federation, may be admitted as Institutional Affiliates in the following sub-categories:
 - R3.1.1 School libraries: libraries of schools at the primary and secondary levels
 - R3.1.2 One-person library centres: libraries staffed by a single employee
 - R3.1.3 Institutional sub-units: special or branch libraries that form part of an institution which is itself an Institutional Member of the Federation.
- R3.2 Institutional Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The Governing Board may set different levels of fees for Institutional Affiliates in developing and developed countries. The minimum level of affiliation fees shall be set at a level which covers the basic costs to the Federation's services to the respective categories, with the proviso that the Governing Board may set fees for new Institutional Affiliates in selected low-income countries at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of Institutional Affiliation fees for the information of Members.
- R3.3 An Institutional Affiliate may:
 - R.3.3.1 nominate candidates for the position of President-elect and for elected places on the Governing Board, but may not vote in the elections for these positions;

- R3.3.2 nominate and vote for candidates for the Standing Committees of Sections;
- R3.3.3 be represented at meetings of the General Assembly, where its representative may speak but not vote.

Individual affiliates

- R3.4 Individuals may be admitted as Individual Affiliates in the following sub-categories:
 - R3.4.1 **Personal Affiliates:** all individuals other than those included in the sub-category of Student Affiliates
 - R3.4.2 **Student Affiliates:** individuals who are able to provide proof of current enrolment in a course of study leading to entry-level professional qualifications in librarianship or information work. Individuals may remain in this sub-category for as long as they can prove appropriate enrolment.
- R3.5 Individual Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The provisions of Rule 3.2 apply *mutatis mutandis* to Individual Affiliates.
- R3.6 The provisions of Rule 3.3 apply *mutatis mutandis* to Individual Affiliates.

Admission and loss of Affiliate status

- R3.7 Admission to Affiliate status shall be subject to a decision of the Secretary General, which shall be reported to the Governing Board for ratification.
- R3.8 An applicant whose application is rejected by the Secretary General may appeal to the Governing Board.
- R3.9 An Affiliate may resign at any time by giving written notice to the Secretary General.
- R3.10 The decision of the Governing Board to withdraw affiliate status is final.

Rule 4

R4 CORPORATE PARTNERS (ART 19)

- R4.1 Companies and other organisations with an interest in library and information services may be recognised as Corporate Partners of the Federation.
- R4.2 The Governing Board may from time to time determine the categories or levels of Corporate Partners, the fees payable by them, and the scale of benefits and privileges applicable to each. These shall be published for the information of Members.
- R4.3 Notwithstanding Rule 3.2 the Secretary General shall be empowered to negotiate additional benefits for Corporate Partners whose contributions to the Federation (whether in cash or in kind) substantially exceed those set out in the scale of fees. The benefits so negotiated shall be approved by the Executive Committee.
- R4.4 A Corporate Partner may be represented at meetings of the General Assembly, where its representative may speak but not vote. Corporate Partners may not nominate candidates for the position of President-elect and for elected places on the Governing Board, and may not vote.

Admission and loss of Corporate Partner status

R4.5 The provisions of Rules 3.7 – 3.10 apply *mutatis mutandis* to Corporate Partners

Rule 5

R5. CONSULTATIVE STATUS [STATUTES, ART. 6)

- R5.1 Consultative Status is only open to organisations of which the primary field of operation falls outside librarianship and information work. Organisations that are eligible for membership of the Federation as International Association Members shall not be admitted to Consultative Status.
- R5.2 Admission to Consultative Status is normally on the basis of reciprocity.
- R5.3 Admission to Consultative Status shall be reported to the General Assembly of Members.
- R5.4 An Organisation with Consultative Status may be represented at meetings of the General Assembly, where its representative may speak but not vote.
- R5.5 The provisions of Rules 3.7 to 3.10 above apply *mutatis mutandis* to Organisations with Consultative Status.

Rule 6

R6. MEMBERSHIP FEES AND FINANCES (ART. 7)

- R6.1 The annual membership fee payable by Members shall be determined by the General Assembly on the advice of the Governing Board.
- R6.2 The General Assembly, on the advice of the Governing Board, may set different levels of fees for Members in developing and developed countries.
- R6.3 The minimum fee for Members shall be set at a level that covers the basic costs of the Federation's services to each category, with the proviso that the Governing Board may propose fees for new Members, or Members in selected low-income countries, at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of membership fees for the information of Members.

Rule 7

R7. ACCESS TO MEETINGS (ART. 19)

- R7.1 All professional meetings of the Federation and its units are open to all members and registered participants at the annual conference or other conferences at which the meetings are held. Professional meetings may include conference sessions, workshops, training and development activities or other programmes of a professional nature.
- R7.2 Registration requirements and payment of a fee may apply to attendance at congresses or other professional meetings.
- R7.3 Meetings of the Federation's General Assembly are open, subject to the provisions of Rule 7.6, to:
- R7.3.1 Members of the Federation
 - R7.3.2 Affiliates,
 - R7.3.3 Corporate Partners, and

- R7.3.4 Bodies with Consultative Status;
in good standing, and their representatives, and registered participants at the annual congress or other conferences at which the meetings are held. Persons attending meetings of the General Assembly of Members, other than representatives appointed in accordance with Article 10, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.4 Meetings of the committees and boards of the Federation's professional units, as provided for in Article 16, are open, subject to the provisions of Rule 7.6, to:
- R7.4.1 Members of the Federation
R7.4.2 Affiliates,
R7.4.3 Corporate Partners, and
R7.4.4 Bodies with Consultative Status;
in good standing, and their representatives, and registered participants at the annual conference or other conferences at which the meetings are held. Persons attending meetings of the committees and boards referred, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.5 Meetings of the Governing Board and Professional Committee, which are described in Articles 13 to 14, and other committees established by those bodies are open, subject to the provisions of Rule 7.6, to:
- R7.5.1 Members of the Federation and
R7.5.2 Affiliates;
in good standing and their representatives. Persons attending meetings of the Governing Board, Professional Committee and other committees, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.6 A meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 may be declared closed by the Chair only for the discussion of:
- R7.6.1 the performance, achievements, qualifications, recognition or remuneration of IFLA staff, IFLA members or other individuals or institutions
R7.6.2 IFLA positions and statements on controversial matters in cases when it may reasonably be anticipated that the positions articulated by individual participants in the meeting may lead to sanctions being taken against them by their governments or other parties
R7.6.3 IFLA's negotiation position and strategy in international negotiations
R7.6.4 IFLA's position and strategy in relation to legal and financial contracts and agreements.
- R7.7 Wherever possible, prior notice that a meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 will be closed should be given in the notice of the meeting.

- R7.8 Observers, except those specifically invited to assist in dealing with the matters to be considered during the closed session, may not be admitted to a meeting declared closed in terms of Rule 7.6.
- R7.9 A meeting closed in terms of Rule 7.6 shall deal only with the matters described in Rules 7.6.1 to 7.6.4.
- R7.10 Minutes or other records of meetings shall be made available to members of the Federation as soon as practicable after their approval, except for records concerning matters of the nature described in Rules 7.6.1 to 7.6.4.

Rule 8

R8. GENERAL ASSEMBLY OF MEMBERS (ART. 9)

- R8.1 Meetings of the General Assembly shall normally be held during the same time period and in the same place as the Federation's annual World Library and Information Congress (the Congress).
- R8.2 The registration fees for the Congress shall be subject to the approval of the Governing Board.

Rule 9

R9. CONDUCT OF GENERAL ASSEMBLIES (ART. 11)

- R9.1 The President shall serve as Chair at meetings of the General Assembly. In the absence of the President, the President-elect or the Treasurer of IFLA, in that order of precedence shall serve as Chair. If neither of these officers is able to serve, the meeting shall elect a member of the Governing Board to serve as chair for the meeting. The election shall be conducted by the Secretary General.
- R9.2 Speakers shall address the chair. Speakers at meetings of the General Assembly shall not speak for longer than five minutes. They shall not be called to speak again on the same subject until all those who wish to speak have spoken. The chair has the right to curtail discussion in the interest of completing business.
- R9.3 Persons entitled or invited to attend General Assembly meetings in accordance with Article 10 of the Statutes may speak at such meetings.
- R9.4 Observers and other persons are not entitled to vote and may speak only if the chair permits.
- R9.5 To permit the President to enable the efficient and effective conduct of business, rulings by the President are final.
- R9.6 The Executive Committee may appoint someone who is an expert on the rules and methods of the conduct of business by boards and committees to assist the President in determining all matters of procedure for which there is no provision in these Rules.
- R9.7 The Executive Committee may approve the use of a standard guide to meetings procedure to assist the chair of the General Assembly in determining all matters of procedure for which there is no provision in these Rules.
- R9.8 Resolutions which Members wish to propose for inclusion in the agenda in accordance with Article 9.5 must reach the Secretary General three months before the date of the meeting and must be in the format prescribed in Rule 9.11.

- R9.9 Resolutions of an exceptional and urgent character proposed after the deadline specified in Article 9.5 must be submitted to the IFLA office by the due date and time specified by the Executive Committee.
- R9.10 In very exceptional circumstances, the President may accept a resolution from the floor of the General Assembly with the consent of the majority of the Members present or represented. It must, at the same time, be handed over in writing to the Chair.
- R9.11 All resolutions must be proposed and seconded by authorised representatives of Members whose names and affiliations must be included and must clearly express the action recommended to be taken by the Federation.
- R9.12 The Governing Board shall take appropriate action on resolutions passed by the General Assembly.
- R9.13 All resolutions must be brief, clear in intent and legible. Brief additional background or explanation may be attached if necessary. The Executive Committee may seek clarification or rephrasing to ensure that the meaning and intent of a proposed resolution are clear and may nominate a delegate or delegates to assist the proposer to revise a proposed resolution in order to conform with these Rules.
- R9.14 Professional resolutions may be drafted in sessions and meetings held during the World Library and Information Congress. Such resolutions shall not be tabled in the General Assembly, but shall be submitted to the Professional Committee.

Rule 10

R10. VOTING AT MEETINGS OF THE GENERAL ASSEMBLY (ART. 12 & 13)

- R10.1 Votes in meetings of the General Assembly and in meetings of boards and committees shall normally be taken by a show of hands. If, however, the majority of the meeting so decides, or if the President so rules, voting shall be by secret ballot.
- R10.2 The Secretary General shall ensure that, in meetings of the General Assembly, representatives of Voting Members and the number of votes they hold can be readily identified.
- R10.3 The Secretary General shall take steps to arrange for at least three tellers to be appointed for each meeting of the General Assembly.
- R10.4 The tellers shall count the votes.
- R10.5 Decisions shall be carried by a simple majority of the votes cast.
- R10.6 In the event of an equality of votes, the chair shall have the power to exercise a casting vote.

Ballots to determine Members' views

- R10.7 Rules 11.10, 11.12, 11.17 and 11.18 shall apply *mutatis mutandis* to Postal ballots conducted in accordance with Statute 12.3

Rule 11

R11. VOTING IN ELECTIONS (ART. 13)

Nominations

- R11.1 The Secretary General shall issue to all Members and Affiliates entitled to vote a call for nominations for the post of President-elect and for vacancies on the Governing Board in October of the year before the

elections are due to take place, where “vacancies on the Governing Board” refers only to the members elected in accordance with Statute 13.3.2. The election of members elected to the Governing Board in accordance with Statute 13.3.3 and 13.3.4 is dealt with in Rule 15.3 to 15.10 and 17.3 to 17.10.

- R11.2 Nominations must be submitted using the form issued by the Secretary General. Nominations shall be submitted by the announced closing date, which shall be no earlier than four months after the call for nominations. No nominations shall be accepted after the closing date.
- R11.3 Only nominations signed by a competent representative of a Member or by a Personal Affiliate shall be accepted.
- R11.4 In the case of nominations for President-elect, ten nominations by Members or Affiliates in good standing shall be required.
- R11.5 In the case of nominations for elected places on the Governing Board, five nominations by Members or Affiliates in good standing shall be required.
- R11.6 Nominators shall ensure that their candidate is willing to accept the nomination.
- R11.7 The Secretary General will obtain for each valid nomination:
 - R11.7.1 a statement that the nominee accepts the nomination
 - R11.7.2 confirmation that the nominee can carry out the duties of the post and participate in the work of the Governing Board at no cost to the Federation.
 - R11.7.3 a brief summary of the nominee’s career, especially as it relates to IFLA
 - R11.7.4 a brief statement, or ‘manifesto,’ outlining the nominee’s aims during the period of office
 - R11.7.5 confirmation that the nominee has a working knowledge of at least one of the IFLA languages.
- R11.8 Staff of the Federation shall not be eligible to be nominated for President-elect or for a place on the Governing Board.

Ballot Papers

- R11.9 The Secretary General shall prepare ballot papers by listing the names of the candidates in alphabetical order of family name, or preferred name, of the candidate in each category.
- R11.10 Ballot papers shall be sent by post to all Members entitled to vote, allowing at least eight weeks for their dispatch and return. Completed ballot papers may be returned by post or facsimile transmission, or as e-mail attachments, provided that ballot papers returned as e-mail attachments bear the required signatures.

Voting

- R11.11 Voters may vote for as many candidates in each category as there are vacancies.
- R11.12 The Secretary General shall arrange for a count of the number of votes cast. A panel of independent scrutineers appointed by the Secretary General shall check the results.
- R11.13 For the post of President-elect, the candidate who receives the highest number of votes shall be elected.

- R11.14 If two or more candidates obtain an equal highest number of votes, a new election will be held between these candidates at the next meeting of the General Assembly. For the vacancies for elected places on the Governing Board, the number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies.
- R11.15 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will be held between these candidates at the next meeting of the General Assembly.
- R11.16 Candidates for the post of President-elect and for the elected places on the Governing Board shall be elected separately. The same person may at the same time be nominated for the position of President-elect and for an elected place on the Governing Board. If such a candidate is elected as President-elect his/her nomination to the elected place on the Governing Board shall be void. In the list of candidates ranked by the number of votes they received, this candidate's place is taken by the candidate who received the next highest number of votes.
- R11.17 The completed ballot papers shall be kept at IFLA headquarters for at least six months after the completed election and made available for inspection on request.
- R11.18 The results of the elections shall be published in the Federation's official publications.

Rule 12

R12. THE TREASURER (ART. 13.6)

- R12.1 For the election of the Treasurer in accordance with Statute 13.6, the President shall call for nominations. Every member of the Board is entitled to nominate a candidate for the post of Treasurer.
- R12.2 If there is only one nominee, that candidate shall be declared elected.
- R12.3 If there are several nominees, a secret ballot shall be held conducted by the Secretary General. The candidate with the highest number of votes shall fill the vacancy.
- R12.4 If two or more candidates receive an equal highest number of votes, further secret ballots shall be held. If after three ballots, there is still no decision, the President will decide between the candidates concerned.
- R12.5 The Treasurer is an officer of IFLA ranking after the President and the President-elect, and deputises for the President if the President-elect is not available.

Rule13

R13. PROTOCOL FOR MEETINGS OF THE GOVERNING BOARD (ART. 14.7)

- R13.1 Rules 9.1 and 9.4-9.7 apply *mutatis mutandis* to meetings of the Governing Board.
- R13.2 If a quorum is not present and urgent business is under consideration, those present may make a recommendation which shall be put to the Board members for approval either by mail or by electronic means. The recommendation shall be submitted to the Board members by the Secretary General. It shall be clearly formulated and a reasonable deadline shall be set for the Board members to respond. The responses

shall be received and tabulated by the Secretary General.. The recommendation shall become a decision of the Board if a majority of the members express themselves in favour.

- R13.3 If urgent business has to be attended to between meetings of the Board, the President may authorise the Secretary General to submit the matter to the Board members for a decision following the procedure set out in Rule 13.2 above.
- R13.4 In the event of unavoidable absence, a Governing Board member elected in terms of Art. 13.3.4 may request the President to accept a representative, normally the Secretary of the body chaired by that Member, to attend the meeting in the capacity as an observer. The representative may not vote.
- R13.5 Meetings of other governance and professional bodies shall be conducted following similar principles to those embodied in Rules 9.1 and 9-4-9.7. Simpler and less formal procedures may be followed.

Rule 14

R14. EXECUTIVE COMMITTEE (ART. 14.8)

[The composition of the Executive Committee is set out in Art. 14.8.1]

- R14.1 At the first meeting of the Governing Board after the commencement of its term the President shall call for nominations from among the members of the Board for the two elected places on the Executive Committee.
- R14.2 Each member of the Governing Board is entitled to nominate a candidate for each of the places.
- R14.3 If there is only one nominee for each place, those candidates shall be declared elected.
- R14.4 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R14.5 If two or more candidates receive an equal highest number of votes for the last remaining vacancy, further secret ballots shall be held. If after three ballots, there is still no decision, the President will decide between the candidates concerned.
- R14.6 Casual vacancies for the elected places on the Committee shall be filled by the unsuccessful candidate with the highest number of votes in the most recent election.
- R14.7 If no such person is available, the Board shall decide the appropriate means of filling the vacancy.

Rule 15

R15. PROFESSIONAL COMMITTEE (ART. 14.9)

- R15.1 In addition to the composition of the Professional Committee as set out in Statute 14.9.1, the chairs of the CLM and FAIFE Committees are ex officio non-voting members. The Committee may co-opt an additional non-voting member, if appropriate, for specified purposes and for a limited period..

Functions

R15.2 The Professional Committee

- R15.2.1 oversees the professional program of IFLA and may recommend to the Governing Board the creation, name, and terms of reference, or abolition, of organizational units such as Divisions, Sections, Special Interest Groups, Committees, Core Activities etc., to carry out the professional programme as developed by the Governing Board;
- R15.2.2 establishes procedures for organizing the professional content of the IFLA World Library and Information Congress programme, including all of its satellite conferences;
- R15.2.3 oversees the publications programme of IFLA and makes recommendations as appropriate to the Governing Board;
- R15.2.4 reviews the status and programmes of organizational units from time to time, to ensure they continue to support the mission and goals of IFLA.

Election of Professional Committee Chair [Art. 13.3.3]

- R15.3 The Secretary General shall call for nominations for the post of Chair in October of the year before elections are due to take place. The term of office for the Chair shall be two years, non-renewable.
- R15.4 Chairs and secretaries of Sections (Section Officers) may nominate. Candidates may nominate themselves.
- R15.5 Nominees for the post of Chair shall be the outgoing chairs of the Divisions whose terms expire at the end of the Congress following the election.
- R15.6 Nominations shall be submitted by the same closing date established by the Secretary General for all other nominations. No nominations shall be accepted after the closing date.
- R15.7 The Secretary General will obtain for each valid nomination the information required in terms of Rule 11.7.
- R15.8 The Secretary General shall prepare a postal ballot containing the names of the nominees in the same manner as the ballots referred to in Rule 11.9.
- R15.9 The Secretary General shall send the ballot to all Section Officers following the same schedule as that applying to the postal ballots referred to in Rule 11.10.
- R15.10 The candidate with the highest number of votes shall be declared elected. If two or more candidates receive the highest number of votes, the outgoing Chair casts the deciding vote.

Elected Representatives of the Governing Board

- R15.11 The President shall call for nominations for the two places on the Professional Committee from among the elected members of the Governing Board.
- R15.12 Every elected member of the Governing Board is entitled to nominate a candidate from among the elected members of the Board for each of the places.
- R15.13 If there is only one nominee for each place, those candidates shall be declared elected.

- R15.14 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R15.15 If two or more candidates receive an equal highest number of votes for the last remaining vacancy, further secret ballots shall be held. If after three ballots, there is still no decision, the President will decide between the candidates concerned.

Casual vacancies

- R15.16 A casual vacancy for the position of an elected representative of the Governing Board on the Professional Committee shall be filled by the unsuccessful candidate with the highest number of votes in the most recent election.
- R15.17 If no such person is available, the Board shall decide how to fill the vacancy.
- R15.18 Vacancies which occur through the death or resignation among the representatives of Divisions serving on the Professional Committee, shall be filled by the Division concerned.

Meetings

- R15.19 Meetings of the Professional Committee shall be held at least twice a year. One such meeting shall be held during the course of the annual congress.
- R15.20 At least two months notice shall be given of the meeting by the Secretary General. However, a meeting may be held at shorter notice if the chair decides.
- R15.21 A simple majority of members shall constitute a quorum.
- R15.22 In the absence of a quorum decisions may be made following the procedure set out in Rule 13.2, *mutatis mutandis*.
- R15.23 The chair of the Professional Committee shall preside at meetings of the committee. In the absence of the chair, the Vice-chair shall preside. In the absence of the Vice-chair, the meeting shall elect a chair.

Vice-chair and other assignments

- R15.24 At the first meeting of a newly constituted Professional Committee the Chair shall conduct an election for the position of Vice-chair, who shall also act as the Financial Officer.
- R15.25 If the Chair is unable to attend a meeting of the Governing Board, the Vice-Chair or, in the absence of the Vice-chair, another member selected by the Professional Committee shall represent the Chair of the Professional Committee in the Governing Board.
- R15.26 The Chair may propose specific assignments for committee members.

Rule 16

R16. SECRETARY GENERAL AND STAFF (ART.15.5)

- R16.1 The Secretary General is responsible for the strategic and operational direction and the financial management of the Federation within the policies established by the General Assembly and the Governing Board.
- R16.2 The Secretary General shall have the right to attend and participate in an advisory capacity at any meeting of the General Assembly, the Governing Board and the Professional Committee, provided that his or

her own position is not under discussion. He or she does not have a vote at such meetings.

R16.3 The Secretary General shall appoint such other staff members as necessary for the efficient and effective operation of the Federation and deal with all other staffing matters within the limits of the approved budget.

R16.4 The Governing Board shall determine the general conditions of service of members of staff of the Federation on the advice of the Secretary General.

Rule 17

R17. DIVISIONS (ART. 16)

Membership

R17.1 As determined by the Professional Committee, each Division shall be composed of Sections, Special Interest Groups, relevant Core Activities and IFLA committees, so as to enhance communication among all relevant organizational units.

Functions

R17.2 The function of a Division is to coordinate the professional activities of its members and ensure good communication among its Sections.

Election of Officers

R17.3 **Division Chair**

The Secretary General shall issue to Section Officers of each Division a call for nomination for the post of Division Chair. Nominees must be outgoing officers of the Sections in the relevant Division; they may be continuing as members of standing committees, but this is not required.

R17.4 Nominations must be submitted using the form issued by the Secretary General. Nominations shall be submitted by the announced closing date, which shall be no earlier than four months after the call for nominations. No nominations shall be accepted after the closing date.

R17.5 Nominators shall ensure that their candidates are willing to accept the nomination.

R17.6 The Secretary General shall obtain for each valid nomination the information required in terms of Rule 11.7.

R17.7 The Secretary General shall prepare a postal ballot for each Division containing the names of the nominees for that Division in the same manner as the ballots referred to in Rule 11.9. Section officers may vote for only one candidate for Division Chair.

R17.8 The Secretary General shall send the ballot to all Section Officers of each Division following the same schedule as that applying to the postal ballots referred to in Rule 11.10.

R17.9 The candidate in each Division receiving the highest number of votes shall be elected. If there is only one candidate for an office, that person will be declared elected.

R17.10 If two or more candidates obtain an equal highest number of votes, the outgoing Division Chair will cast the deciding vote.

R17.11 The term of office for Division Chairs shall be two years, non-renewable.

Responsibilities of Division Chairs

R17.12 The Chair of each Division shall serve as a member of the Professional Committee and the Governing Board.

R17.13 If the Chair is unable to serve in such a capacity, the Secretary shall serve on the Professional Committee and the Governing Board for that term of office.

R17.14 If no officer of the Division is willing to be so designated, another person who is currently or was recently closely involved in the work of the Division may be designated by the Chair. Any such person shall be invited to attend all meetings of the Professional Committee in an advisory, non-voting, capacity.

R17.15 At each Congress, the Division Chair will convene a Leadership Forum, comprising the Chair and Secretary of each of its Sections, the conveners of its Special Interest Groups, along with the Chair of the Advisory Board of any Core Activities assigned to the Division. At the Leadership Forum, participants will discuss issues, inform Division Chairs of views, make suggestions for future congresses, and bring up matters of concern.

R17.16 The Division Chair conducts an election of the Secretary of the Division from among the members of the Leadership Forum, at its first meeting.

R17.17 The Division Chair solicits from Division members issues that need to be brought to the Professional Committee.

R17.18 The Division Chair reports back to the Division after each meeting of the Professional Committee to highlight important decisions and issues.

R17.19 The Division Chair prepares a brief annual report about the activities of the Division, before the April meeting of the Professional Committee.

Voting

R17.20 A simple majority of members of a Division's Leadership Forum shall constitute a quorum for purposes of any matter requiring a vote.

R17.21 If a quorum is not reached, the Chair shall make arrangements to consult the members of the Forum by post or by electronic means.

Vacancies

R17.22 In the event of a casual vacancy in the position of the Chair or Secretary, of a Division, the unsuccessful candidate who received the highest number of votes in the most recent election for the post shall fill the vacancy for the remaining term. On completion of that term, the person concerned may, if otherwise eligible, be nominated to serve for one further term. If no such candidate is available, one of the other officers of the Division shall assume the duties until elections can be held.

Handing over responsibilities

R17.23 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Division.

Powers and responsibilities

- R17.24 Each Division may establish Sections and special interest groups, subject to the approval of the Professional Committee.
- R17.25 The terms of reference of such Sections and special interest groups shall be determined by the Division or Divisions subject to the approval of the Professional Committee.
- R17.26 A representative of each special interest group within a Division shall be invited to attend the Division's Leadership Forum. If the group relates to more than one Division, all relevant Division chairs shall invite them to attend their respective Leadership Forums.

Rule 18

R18. SECTIONS (ART. 16)

Functions

- R18.1 The Sections are the primary focus of professional activity within the Federation, specialising in a particular type of library and information service, an aspect of library and information science, or in a geographical region.

Establishment

- R18.2 Sections may be established in accordance with the Statutes, Article 16 and Rules 17.25 and 17.26, provided that a minimum of forty Members registers for that section within a period determined by the Professional Committee.

Membership

- R18.3 Each Section consists of those Members, Affiliates and Bodies with Consultative Status, which are registered for that Section in terms of Rule 19. If the membership of the Section falls below the minimum of forty members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Committee may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.

Standing Committees

- R18.4 Each Section shall have a Standing Committee of no fewer than ten and no more than twenty persons. If a Section fails to elect a minimum of ten Standing Committee members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Committee may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.
- R18.5 No person shall be a member of more than one Standing Committee, except that a person may be a member of the Standing Committee of a Regional Section in addition to one other Standing Committee, or, if serving as the Convener of a Special Interest Group, may serve additionally as a co-opted member of the Standing Committee of the Section that sponsors that Special Interest Group.
- R18.6 Members of the Standing Committee shall serve for an initial term of four years. Members may be re-elected for one further consecutive term of four years.

Nominations and elections

- R18.7 The Standing Committee members shall be nominated and elected by qualified Members of the Section.
- R18.7.1 No more than two members of a Regional Standing Committee may be resident outside the region concerned.
- R18.8 Each qualified member of a Section shall be invited by the Secretary General to nominate not more than one candidate for election to fill the vacancies on the Standing Committee.
- R18.9 Each candidate for election shall be nominated by at least one qualified member.
- R18.10 Nominations in writing and signed by a competent authority of the nominating Member must reach the Secretary General by the deadline indicated in the invitation. Such deadline shall be no earlier than three months after the despatch of the invitation.
- R18.11 Nominations shall confirm that the nominee:
- R18.11.1 has a working knowledge of at least one working language of the Federation, and
- R18.11.2 has reasonable expectation of attending meetings of the Standing Committee without cost to the Federation.
- R18.12 Nominations should be accompanied by:
- R18.12.1 confirmation that the nominee accepts the nomination, and
- R18.12.2 a brief summary of the nominee's qualifications and present position.
- R18.13 Staff of the Federation [see definition] are not eligible for nomination for Standing Committees.

Postal Ballot

- R18.14 If the number of nominees exceeds the number of vacancies, a postal ballot will be held at such a time to enable successful candidates to attend the next normal meeting of the Standing Committee.
- R18.15 The maximum number of Standing Committee members may be increased, notwithstanding Rule 18.4, during any given two-year interval by no more than 10%, at the discretion of the Chair of the Professional Committee, providing that the number of such additional members shall not exceed two.
- R18.16 A list of candidates will appear on the ballot paper in alphabetical order of family name or preferred name.
- R18.17 Qualified members of the Section or Sections concerned may vote for as many candidates as there are vacancies.
- R18.18 The ballot papers must be returned to the Secretary General by the announced return date, which shall be not less than eight weeks after their despatch.
- R18.19 The Secretary General shall be responsible for the count of the ballot papers.
- R18.20 The completed ballot papers shall be kept at IFLA headquarters for at least six months after the completed election and made available for inspection on request.
- R18.21 The number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies, except that no

more than two members of a Regional Section may be resident outside the Region concerned.

R18.22 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will take place between these candidates at the next meeting of the Section Standing Committee.

R18.23 The results of the elections shall be published in the Federation's official publications.

Casual Vacancies

R18.24 In the event of a casual vacancy in the position of an elected member of the Standing Committee, the unsuccessful candidate who received the highest number of votes in the most recent election for places on the Standing Committee shall fill the vacancy for the remaining term. On completion of that term, the person concerned may be nominated for election to the Standing Committee in the normal way.

R18.25 If no such candidate is available, the Standing Committee Chair may co-opt a person to fill the vacancy for the remaining term. On completion of that term, the person may be nominated for election to the Standing Committee in the normal way.

R18.26 Any member of a Standing Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions in Rules 18.24 and 18.25.

Representation

R18.27 Successful candidates take office at the close of the Congress which immediately follows the elections. However, only those members who will be serving on the Standing Committee for the two-year term commencing at the end of the Congress are eligible to nominate, be nominated for, and vote for, the Section Officers to be elected at that Congress in accordance with Rule 18.32.

R18.28 They are elected in a personal capacity. They do not represent any Member which nominated them, nor their employer, or other affiliation.

Ex-officio Members

R18.29 Each of the Regional Managers appointed by the Governing Board shall serve as an ex-officio non-voting member of the appropriate regional Section Standing Committee. They will not be eligible to serve as Chair or Secretary of the Committee.

Corresponding Members

R18.30 Standing Committees may appoint up to five Corresponding Members to provide for experts from countries or geographical areas, which would not otherwise be represented, or to provide expertise in a specific subject field. Such Members shall be appointed for an initial two-year term, renewable for one further term of two years on the decision of the chair.

R18.31 Corresponding Members shall be entitled to participate and speak in Standing Committee meetings, but have no voting rights. They do not contribute to a quorum.

Section Officers

- R18.32 Each Standing Committee shall elect during the annual conference, from amongst its members, a Chair and a Secretary, who shall be known as the Section Officers. Members resident outside a regional Section are not eligible for election as an officer of that Section. They shall represent the Section Standing Committee on the Leadership Forum of the Division to which the Section belongs.
- R18.33 The term of office for Section Officers is two years. Section Officers may be re-elected to the same office for one further consecutive term of two years, provided they will still be members of the Standing Committee for that period.
- R18.34 Only members of the Standing Committee may nominate candidates for these posts. Each member of the Standing Committee is entitled to nominate a candidate for each office.
- R18.35 If there is only one nominee for an office, that person will be declared elected. If there is more than one nominee a secret ballot will be held. The candidate with the highest number of votes shall be elected. If two or more candidates receive an equal highest number of votes, the secret ballot will be repeated to decide between these members.

Handing over responsibilities

- R18.36 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Section.

Finances

- R18.37 The accounts of the Section Standing Committee shall be kept in accordance with the standards required by the Federation's auditors. They shall show the total funds received and spent by the Committee, including funds received from external sources.
- R18.37.1 If the Section holds a satellite meeting or conference for which registration fees or external financial support are received, the proceeds of the event, minus expenses and accompanied by a financial account, shall be returned to the Federation's central account. The Section may suggest appropriate uses for the funds.
- R18.37.2 In the event of the dissolution of a Section, all unspent funds shall be returned to IFLA's central account, except any unspent funds received from an external agency, which must be returned to that agency unless otherwise authorised.
- R18.38 The Treasurer shall set out in financial regulations the manner in which Sections shall budget for their expenditure, request the reimbursement of funds expended in terms of their budgets, and return unspent funds to the Federation's central fund or, in the case of funds received from an external agency, to that agency. The financial procedures shall be in accordance with the standards required by the Federation's auditors.

Removal from office

- R18.39 The Governing Board may, on the recommendation of the Professional Committee, remove a Section Officer from office if, in the opinion of a

majority of the Professional Committee, that officer's duties are not being fulfilled. Failure to submit the required returns to the Secretary General, or otherwise neglecting the business of the Section would be regarded as such. Before taking such action, the Governing Board shall consult the Standing Committee concerned and the relevant Leadership Forum, and give the officer an opportunity to explain the situation in writing to the Governing Board.

R18.40 If a Section Officer is removed from office, the Standing Committee, will be asked to elect a replacement officer for the remainder of the term of office. Appointment under these circumstances shall not prevent the replacement officer from eligibility for election for normal terms of office.

Standing Committee Meetings

R18.41 Each Standing Committee shall meet at least annually during the course of the annual Congress of the Federation.

R18.42 The Chair may convene further meetings, or if no fewer than five members of the Standing Committee make a request to the Chair in writing to hold a meeting. Such meetings may be held using electronic means.

R18.43 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Committee by post or by electronic means.

Powers and responsibilities

R18.44 The terms of reference of each Section shall be promoted and coordinated by its Standing Committee, and executed within the limits of the approved budget.

R18.45 Each Section shall develop a programme, carry out projects and organize meetings in order to fulfil its terms of reference.

R18.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities.

R18.47 Each Section may establish ad hoc Working Groups either independently or in combination with other Sections.

R18.48 Each Section shall ensure that all information which the Division to which it belongs needs for the performance of its tasks reaches the Division promptly, including the submission of an annual report.

Rule 19

R19. REGISTRATION FOR SECTIONS (Art. 16)

R19.1 Membership of and affiliation to the Federation includes the right of registration for Sections.

The Governing Board shall determine for how many Sections Members and Affiliates may register without charge, subject to the following minimum numbers:

R19.1.1 All Members other than Honorary Fellows shall be entitled to register for at least two Sections without additional charge.

R19.1.2 Honorary Fellows shall be entitled to register for any one Section without any charge.

R19.1.3 Affiliates shall be entitled to register for one Section without additional charge.

- R19.2 An additional fee, determined by the Governing Board, shall be levied for registration for each Section additional to the number fixed in Rule 19.1.
- R19.3 Members and Affiliates located in regions for which a specific regional Section is established shall be registered automatically free of charge for that particular Section over and above the number set out in Rule 19.1.
- R19.4 All Association Members shall be registered automatically free of charge for the Management of Library Associations Section, over and above the number set out in Rule 19.1.
- R19.5 Registration for a Section carries the following rights and benefits:
 - R19.5.1 the right to nominate for, and elect to, the Standing Committee of the Section, and the right to vote in meetings of the Section;
 - R19.5.2 the right to take part in and benefit from the professional activities of the Section and of the Division to which the Section belongs, including the receipt of any free publications, and inclusion in the mailing list of the Section.
- R19.6 The registration for each Section shall be automatically extended for one year at the end of each year, providing the appropriate payment is made, unless the registrant informs the Secretary General in writing that a change is requested.
- R19.7 New registrations and changes in registration shall be accepted by the Secretary General throughout the year, subject to the payment of any additional fees involved.

Rule 20

R20. SPECIAL INTEREST GROUPS (Art. 16)

- R20.1 Groups of IFLA Members, or representatives of IFLA Members, may establish Special Interest Groups to address emerging issues or trends or issues of continuing interest to a relatively small number of IFLA members. Special Interest Groups bring together IFLA members with common and continuing interests that they wish to discuss or explore, but which are not included in the Mission and Goals of an existing Section. Interests may cut across the concerns of multiple Sections, identify and follow an emerging issue or trend, be very specialized or narrow and be relevant to a small number of members.
- R20.2 A Special Interest Group may exist as either a virtual group or as a group that meets at the annual IFLA World Library and Information Congress.
- R20.3 Leadership of the Special Interest Group may come from an interested person or from the Section leadership. However, the Special Interest Group leader or convener must be employed by an Association Member or Institutional Member, or be a member of an Association Member in good standing.
- R20.4 The term of office of the Special Interest Group Convener is two years after the start-up meeting, once renewable by appointment of the sponsoring Section's Standing Committee.

- R20.5 To hold an exploratory meeting concerning the establishment of a Special Interest Group, a convener must submit a petition to the Professional Committee signed by ten persons who intend to participate in the Special Interest Group, requesting a meeting at the next Congress to invite people to see whether there is sufficient interest.
- R20.6 To form a Special Interest Group the convener must submit a petition to the Professional Committee, signed by twenty-five persons who intend to participate in the Special Interest Group to establish a Special Interest Group under a Section that has agreed to accept it. The Special Interest Group must be recognised in the Section's strategic plan.
- R20.7 In exceptional circumstances (when a Special Interest Group cannot find a sponsoring Section) a new Special Interest Group may be sponsored by a Division for a period of no more than two years.
- R20.8 Before giving its approval, the Professional Committee must be reasonably satisfied that the issues to be discussed:
- R20.8.1 will promote IFLA's values, professional priorities and strategic plans;
 - R20.8.2 will not conflict with the terms of reference of an existing IFLA professional unit;
 - R20.8.3 are appropriate to the terms of reference of the sponsoring Section.
- R20.9 Special Interest Groups are created for an initial four-year term. The sponsoring Section will review the Special Interest Group every four years to decide whether to affirm or disband the Special Interest Group and will report this action to the Professional Committee. If a Section wishes to disband a Special Interest Group, the Special Interest Group may appeal the ruling to the Professional Committee, which will make the final decision. There is no required ending period for a Special Interest Group.
- R20.10 If the Convenor is not an elected member of the sponsoring Section's Standing Committee, he/she becomes an ex-officio member during his/her term as Convenor.
- R20.11 Convenors shall be expected to attend all Standing Committee meetings of the sponsoring Section's Standing Committee at each Congress during his/her term of office and report on the activities of the Special Interest Group. Activities of Special Interest Groups shall be included in the annual reports of the sponsoring Section.
- R20.12 Administrative funds for a Special Interest Group must come from the Section's budget; however a Special Interest Group is eligible to apply for special project funds if the Section approves the request.
- R20.13 The Secretary General will schedule a slot of maximum two hours for Special Interest Groups that wish to meet at the IFLA World Library and Information Congress. The time may be used either for an informal meeting or a formal programme. If a programme is desired, it must be submitted through the Standing Committee of the sponsoring Section

as part of the Professional Committee's programme approval process and follow the relevant guidelines.

- R20.14 Special Interest Group meetings must be open to all Congress registrants.
- R20.15 Convenors are responsible for announcing a topic, requesting meeting space from the Secretary General in the same time schedule and manner as other program slots are requested, and convening the Special Interest Group during the allocated slot.
- R20.16 Topics of approved Special Interest Group meetings will be listed in the Congress programme. Announcements of meetings may be posted on the IFLA Website and published in newsletters of the sponsoring Section.
- R20.17 Special Interest Groups may not set up formal links with bodies outside IFLA.

Rule 21

R21. CORE ACTIVITIES (Art. 16)

- R21.1 The Governing Board may from time to time identify certain areas of activity as Core Activities and enter into agreements with appropriate institutions and bodies for their support.
- R21.2 Each of the Core Activities has a governance body usually known as an Advisory Board. The Governing Board elects one of its number to serve as a member of the Advisory Board.
- R21.3 Newly established Advisory Boards, and existing Advisory Boards that have not yet done so, shall draw up their own terms of reference, for approval by the Governing Board.
- R21.4 The Governing Board may, after consultation with the relevant Advisory Board, discontinue a Core Activity.

Rule 22

R22. HEARING OF APPEALS (Art. 19)

The Secretary General shall refer all disputes concerning interpretation of these Rules to the Executive Committee for a decision. The Executive Committee shall also decide on all matters of procedure for which there is no provision in these Rules. In the event of any inconsistency between the provision of the Statutes of the Federation and these Rules of Procedure, the provisions of the Statutes will prevail.

Rule 23

R23. MEMBERSHIP: DETERMINATION OF COUNTRY STATUS AND CODE (Art. 4)

- R23.1 As provided for in Statute 4 the Governing Board shall admit a Member in accordance with the criteria set out in the Statute.
- R23.2 IFLA shall admit Members from any country of the world, regardless of its political status, and provided they meet the prescribed criteria for membership as set out in the Statutes.
- R23.3 Members shall be assigned a member number that includes a country code as listed in the latest version of ISO standard 3166.

- R23.4 In assigning a member number country names and codes do not necessarily have to be those of sovereign states. Country names and codes may be used for dependent territories in cases where the state administering the territory permits this.
- R23.5 If the sovereignty or control of a territory is a matter of international dispute, the criterion used by IFLA shall be admission to the United Nations as a member state, or as a non-member state or entity which has been accorded formal observer status and maintains a permanent observer mission at the UN, as listed in the latest edition of the United Nations Protocol's Blue Book, "Permanent Missions to the United Nations".
- R23.6 Members shall be listed in the Members Directory and other official IFLA lists using the country name and code assigned by IFLA.

DEFINITIONS

"Appellant" means a person or institution appealing against a ruling.

"Casting vote" (tie-breaking vote) means a second vote that may be exercised by a designated person (usually the Chair) to make a decision when a preceding vote has resulted in an equal number of votes for two candidates or alternative decisions.

"Casual Vacancy" means a vacancy on an elected body caused by the death, resignation or removal of an elected member during a period of office.

"*Ex officio*" refers to a position held by a person on a Board or Committee as long as that person holds another, specified position. A person holding an *ex officio* position may vote unless this is specifically precluded.

"IFLA languages" are Arabic, Chinese, English, French, German, Russian and Spanish.

"In good standing" applies to all Members whose membership has not been terminated in accordance with Art. 5.1 to 5.7, or suspended in terms of Art. 5.8 and Rule 2.3.

"*Mutatis mutandis*" means that a rule formulated for one matter is applied to another matter after the necessary changes have been made to take the differences between the two into account.

"Officer" in the case of a Division refers to the Chair and Secretary. For officers of Sections, see "Section Officers".

"Official publications" means IFLA Journal, IFLA's Website and, where appropriate, the IFLA Directory.

"Quorum" means the minimum number of members that have to be present or represented at a meeting of a committee or other body for that committee or body to be able to make valid decisions. In the absence of any other provision in the Statutes or elsewhere in these Rules, a quorum is constituted by a simple majority of the members of the committee or body.

"President", in the absence of the President, also applies to the person serving as Chair of a meeting in terms of Rules 9.1 and 13.1.

"Qualified Members" are those Members registered for the Section who have paid the membership fees and, if applicable, additional section registration fees, in full for the fiscal year before the election takes place, and who are not suspended in terms of Rule 2.3.

"Section Officers" refers to the Chair and Secretary of a Section (cf. Rule 18.32).

"Simple majority" means fifty percent plus one.

"Staff" means persons employed at IFLA headquarters, in any of the Core Activities Regional Offices and Language Centres.

NOTE: TRANSITION MEASURES AND EXPLANATORY NOTES

1. Relevant transition measures should be set out in a document accompanying the calls for nominations for the elected positions.
2. Rule 10.10 requires all returned ballot papers to bear the required signatures. If a ballot paper is returned as an e-mail attachment, this means that with current technology it has to be in the form of a PDF file. This should be stated in the documents accompanying the ballot papers.