



Rules of Procedure regarding Divisions (Chairs)

[October 2008]

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.