



To: All Officers (includes those Officers who will become new Division Chairs).

CC: Professional Committee, Regional Managers.

Sent: 16 July 2013

Subject: Election of new IFLA Officers

Dear all,

Thank you to many of you for input to the draft document on the procedure for electing new Officers. I have now pulled all these comments and suggestions together into a new document which is now online (with a printable pdf version) at: <http://www.ifla.org/officers-corner/election-procedure>

Please would you read these guidelines and contact the members of the new SC, if you have not done so already, to plan and prepare the election of the new Officers.

The web page (or pdf) should give you everything you need to know to plan and carry out the process. I hope it answers many of the questions you have sent to me by email recently, which I hope are now answered by this message.

Based on some of the comments left on the draft document, I'd like to try to clarify a few points in this email, which I hope are now clearer in the document, but which are perhaps worth mentioning specifically:

Each two-year period sees a "new IFLA" where there is a new President and Governing Board, and hence, new SCs. The start of this new two-year period is at the closure of the Congress when we observe one President hand over to the next, and the timestamp is made marking when each SC hands over to new SC. For this reason, new SC members are not officially part of the SC until the new President has taken office, and therefore if new SC members attend SC meetings during the Congress, they technically do so as observers, although the Section Chair might invite them to participate more fully if this is helpful and appropriate.

We cannot change this, so the Rules of Procedure try to clarify how this can work in practice. We also hope that you will all use common sense in including the incoming SC members in your meetings whenever possible so that the Section has continuity in its activities. Although technically they cannot 'vote' on what the Section is planning, there is no point in agreeing to something that the new SC do not wish to do as they are the ones who will carry the work forward.

Because new Officers need to be in place as soon as the handover has taken place in the Closing Ceremony, there is no time to hold an SC meeting of the new SC before everyone leaves, nor is there time to have Division Forums and Officers Training, and so the incoming SC need to take advantage of the Congress week to elect the incoming Officers who can then attend any relevant meetings ready to start the next IFLA period at the end of the Congress.

The outgoing SC members cannot participate (nominate or vote for) the election of the new Officers as this is the responsibility of the new SC (which includes ongoing and incoming SC members). It is only suggested it takes place during the first SC meeting for convenience – a room is available where many of the SC will already be present, and the timing means that the newly elected Officers will be

able to participate in relevant meetings during the Congress. The outgoing Chair should organise the election, first clarifying to the new SC what are the roles of the Officers, asking for nominations, and then arranging a secret ballot if there is more than one candidate for each position. They should also lead the SC in identifying a new IC – a secret ballot for this is not necessary but can be arranged if the SC so wishes.

The Leadership Brief is timed so that information can be disseminated to the current Officers in time for the first SC meeting; the Division Forums are timed to allow Officers (new and incoming if possible) to bring feedback to the Division Chairs for input to the PC meeting, and to allow discussion to take place and clarification (if needed) to be sought in time for the second SC meetings. We would like to try to include incoming Officers in these meetings as much as possible, but as they might not know they are going to be an Officer until the first SC meeting has been completed, they might not be ready to participate until the following Congress year. This is not a problem, as long as at least one Officer can be present to channel the information to and from the SC.

It's important that all outgoing Officers and ICs handover to their incoming counterparts during the Congress week, by meeting and sitting with them to go through what the Section is doing (looking at how and when meetings are arranged, the agenda for the year, projects that are in progress, planning for the following year's Congress or other events, etc), any documents that are in progress (such as the annual report, action plan, etc) and any other information useful for fulfilling that role.

I hope it's all clear but if you still have questions, please don't hesitate to get in touch.

Best wishes, Joanne

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