



## To all Sections' Chairs and Secretaries (Officers)

During the Standing Committee (SC) meetings on Saturday 13 August 2011 in San Juan, Puerto Rico, all SCs must elect new Officers (Chairs and Secretaries) for the term 2011-2013. In order to assist you through the procedure I have put together the following points.

The current Officers are invited to attend the Division Leadership brief on Saturday 13 August 2011, 08:00-09:00

The newly elected Officers 2011-2013 must attend the Leadership Forum for their Division on Sunday 14 August 2011, 08:30-10:00. Outgoing Officers who are not re-elected are invited to attend their Division's Leadership Forum on 14 August as well.

1. Eligible to be elected as Chair or Secretary 2011-2013 are the SC members elected for the terms 2009-2013 and 2011-2015.
2. Those who have served as Chair for two years are eligible for re-election as Chair for one further term of two years.
3. Those who have served as Secretary for two years are eligible for re-election as Secretary for one further term of two years.
4. Only members of the SC may nominate candidates for these posts. Each member of the SC (2009-2013 or 2011-2015) is entitled to nominate one candidate for each office from among the SC members listed under 1.
5. Each member of the SC (2009-2013 and 2011-2015) is entitled to vote.
6. Either the newly elected Chair or Secretary assumes the post of Treasurer 2011-2013 of the SC.
7. The SC must appoint an Information Coordinator, whose role will include the editing of the Section's pages on the IFLA website. Our Web Editor Louis Takács is co-ordinating their activities. The Information Coordinators are invited to attend one of the meetings of information coordinators and web-editors on Tuesday 16 August 2011, 11.45-12.45 or Thursday 18 August 2011, 11.45-12.45.
8. Please send IFLA Headquarters the names and contact details of the Chair, Secretary, Treasurer and Information Coordinator as soon as possible after 13 August. You can use the form IFLA HQ has available onsite in the Secretariat and will distribute to the current Officers.
9. The Chairs, Secretaries and Information Coordinators must attend one of the two Training Sessions for Officers on Monday 15 August 2011, 11.45-12.45 or Tuesday 16 August 2011, 13.45-15.45. The agenda for these meetings will be distributed in June 2011.

Please let me know if anything is not clear or if you have other questions regarding this issue.

Best wishes and kind regards, Sjoerd Koopman  
The Hague, 24 May 2011

*The relevant Rules of Procedure are included below.*

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.

### **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.

R18.32.1 Each Standing Committee Member may nominate another Member to exercise proxy votes on the Member's behalf in the election for Section Officers. Such Members must notify the (current) Chair of the appointment of a proxy holder in advance in writing or by electronic communication.

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.