



# IFLA STATUTES AND RULES OF PROCEDURE

INTERNATIONAL FEDERATION OF LIBRARY  
ASSOCIATIONS AND INSTITUTIONS  
P.O. BOX 95312  
2509 CH THE HAGUE  
NETHERLANDS

## **A. STATUTES OF IFLA**

These statutes were adopted at the IFLA Council meeting held in Jerusalem, 13<sup>th</sup> August 2000, and registered with the Chamber of Commerce, The Hague, Netherlands on 18<sup>th</sup> July 2001. The order and numbering of the English text differs from that in the Dutch text as registered, but the content is identical.

### **THE FEDERATION**

#### ***Article 1***

The Federation represents the interests of library and information associations, libraries and information services throughout the world. The name of the Federation is: "The International Federation of Library Associations and Institutions". It is referred to throughout these statutes as The Federation".

### **ACRONYM**

#### ***Article 2***

The acronym by which the Federation is known is "IFLA".

### **HEADQUARTERS**

#### ***Article 3***

The Federation has its headquarters in The Hague, Netherlands.

### **INCORPORATION**

#### ***Article 4***

The Federation is incorporated in accordance with the laws of the Netherlands.

### **MISSION**

#### ***Article 5***

- 5.1 The Federation is an independent, international, non-governmental, not-for-profit organization. Its membership is composed of: associations of libraries, librarians and information services; libraries; and library and information organizations.
- 5.2 The purposes of the Federation shall be: to promote high standards of delivery of library and information services: to encourage widespread understanding of the value and importance of high quality library and information services in the private, public and voluntary sectors; and to represent the interests of its Members throughout the world.
- 5.3 In order to fulfil these purposes, the Federation shall undertake such activities and enterprises and establish such units which its governing bodies shall determine. The conditions applying to such units shall be defined in the Rules of Procedure. The Federation's Medium-Term Programme shall be prepared at regular intervals by the Governing Board in consultation with appropriate professional units of IFLA. The Medium-Term Programme shall be published.

## CORE VALUES

### *Article 6*

The Federation, in pursuing its purposes set out in these Statutes, shall strive to embrace the following core values:

- (a) the endorsement of the principles of freedom of access to information. ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights
- (b) the belief that people, communities and organizations need universal and equitable access to information, ideas and works of imagination for their social, educational, cultural, democratic and economic well-being
- (c) the conviction that delivery of high quality library and information services helps guarantee that access
- (d) the commitment to enable all Members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion.

## MEMBERSHIP AND AFFILIATION

### *Article 7*

7.1 The Federation shall be made up of:

- (a) Members [*see definition at the end of this text*], and
- (b) Affiliates.

### 7.2 Members

Membership of the Federation shall be made up of the following categories:

#### 7.2.1 **National Association Members:**

Associations of librarians and information professionals, and associations of other organizations concerned with the delivery of information services and whose purposes are in accordance with those of the Federation, may be accepted as National Association Members. In countries where there is no library and information association, but where the interests of the library and information community are represented by a single body, this body may be admitted as a National Association Member.

#### 7.2.2 **International Association Members**

International associations of librarians, libraries and library and information services and whose purposes are in accordance with those of the Federation may be accepted as International Association Members.

#### 7.2.3 **Institutional Members**

Libraries and information services in the private, public and voluntary sectors, Departments of library and information studies, Sub-units of library and information associations already in membership of the Federation, and other organizations and agencies whose purposes are in accordance with the purposes of the Federation may be accepted as Institutional Members.

#### 7.2.4 **Honorary Fellows**

The Governing Board shall have the power to recognize individuals, including former Presidents of the Federation, who have given distinguished service in the profession of library and information service, or who have made an outstanding contribution to the work of the Federation, by conferring on them the title of Honorary Fellow. [*see also Transitional Arrangements*]

### **7.3 Affiliates**

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

**7.3.1 Corporate Partners:** Companies and other organizations with an interest in library and information services may be recognized as Corporate Partners of the Federation.

**7.3.2 Personal Affiliates:** Individuals who support the purposes of the Federation may be accepted as Personal Affiliates.

## **CONSULTATIVE STATUS**

### ***Article 8***

Consultative Status may be conferred by the Governing Board on international or multinational organizations in allied fields of interest with which the Federation wishes to establish relationships in order to further the Federation's purposes.

## **RIGHTS AND OBLIGATIONS**

### ***Article 9***

9.1 Privileges of Members, Affiliates and bodies with Consultative Status shall include the right to participate in and benefit from the activities of the Federation. subject to the provisions of these Statutes.

9.2 Membership of, and affiliation to, the Federation shall constitute an agreement to:

- (a) be bound by the terms of the Statutes of the Federation
- (b) pay such membership and other fees as determined in accordance with these Statutes,
- (c) actively contribute to the objectives of the Federation

## **ADMISSION**

### ***Article 10***

10.1 Admission to Membership, Affiliation and Consultative Status shall be subject to a decision of the Governing Board. Admission to Membership, Affiliation and grant of Consultative Status shall be reported to Council

10.2 An applicant whose application is rejected by the Governing Board may appeal to Council.

## **RESIGNATION**

### ***Article 11***

Any Member or Affiliate or body with Consultative Status may resign at any time by giving written notice to the chief executive officer.

## **EXCLUSION**

### ***Article 12***

#### **Members and Affiliates**

12.1 The Governing Board may decide to exclude a Member, or Affiliate, or a member of an IFLA Board or Committee, if that Member or person has acted contrary to the Statutes or purposes of the Federation. A two-thirds majority of the votes cast shall be required for such a decision.

#### **Bodies with Consultative Status**

12.2 A body with Consultative Status may have that status withdrawn by the Governing Board if that body has acted contrary to the Federation's Statutes or purposes. A two-thirds majority of the votes cast shall be required for such a decision.

## **Appeal**

- 12.3 A Member or Affiliate or body with Consultative Status which has been excluded by decision of the Governing Board shall receive a notice by post from the chief executive officer specifying the grounds upon which the decision was made. The Member, or Affiliate or body with Consultative Status shall be given 3 months notice of the exclusion taking effect, during which time an appeal against the decision may be made. Any such appeal may be made to the chief executive officer who shall convey the appeal to a standing Appeals Panel established by Council. The Panel shall make the final decision.

## **Arrears**

- 12.4 A Member or Affiliate whose membership fees are in arrears as specified in the Rules of Procedure shall not be entitled to exercise any of its rights or to receive any of the Federation's services, unless the Governing Board decides otherwise. The Governing Board may recommend to the Council to decide to exclude any such Member or Affiliate.

## **Article 13**

### **Assets**

- 13.1 A Member or Affiliate shall forfeit any right to any part of the assets of the Federation in the event of their resignation or exclusion.

### **Payment of fees**

- 13.2 Resignation or exclusion shall not relieve such Member or Affiliate from the obligation to pay arrears in fees and fees for the full financial year in which resignation or exclusion takes place.

## **COUNCIL**

### **Article 14**

- 14.1 The Members with voting rights accorded by these Statutes and in good standing [*see definition at the end of this text*] shall constitute the Council, which is the highest organ of the Federation. The Council shall conduct its business either in general assembly or by postal and/or electronic ballot, as provided for in these Statutes and in the Rules of Procedure.

### **Frequency of meetings**

- 14.2 The Council shall meet in general assembly once per year, normally during the annual general conference of the Federation.
- 14.3 Council shall meet in general assembly no later than 15 months after the previous meeting of Council.
- 14.4 The date and place of the next meeting of Council in general assembly shall be decided by the Governing Board.

### **Convening notice and agenda**

- 14.5 Convening notices, together with the agenda, shall be sent by the secretariat at least 4 months prior to the date of the meeting to all Members in good standing.  
The Convening notice shall also be sent at least 4 months prior to the date of the meeting to all Affiliates, bodies with Consultative Status, invited observers and members of the Governing Board and officers of all units of the Federation.
- 14.6 Items which Members wish to propose for inclusion in the agenda must reach the secretariat 5 months before the date of the meeting.
- 14.7 The business of the meeting shall be limited to those items appearing on the agenda issued with the convening notice for the meeting. Additional items of an exceptional, urgent character may be added at the discretion of the President or other person who is acting as the chair of the meeting and with the consent of the majority of the Members present or represented.

### **Extraordinary Council meeting**

- 14.8 The Governing Board shall have the power to convene an extraordinary meeting of Council to decide upon matters of urgent and extreme importance and on which decision should not be delayed until the next ordinary Council meeting.
- 14.9 Upon receiving a written request, signed on behalf of at least one-tenth of the Members, the Governing Board shall convene an extraordinary meeting of Council. Such a meeting shall be held not later than 3 months after the date on which the request is received by the Secretariat. The Secretariat shall send convening notices to all Members entitled to attend, together with the agenda at least 2 months prior to the meeting.
- 14.10 No decision at such a meeting shall be adopted unless it is subsequently approved by a two-thirds majority vote of the Members of the Federation in a postal and/or electronic ballot.

### **Article 15**

#### **Attendance at Council Meetings**

- 15.1.1 Each Member is entitled to be represented at Council by one or more representatives. One such person shall be designated by the Member to exercise the right to vote.

#### **Observers**

- 15.2 Each Affiliate shall be invited to attend Council meetings as observers.
- 15.3 Each body with Consultative Status shall be invited to be represented at Council by one or more observers.
- 15.4 Each Member of the Governing Board shall be entitled to attend Council meetings as an observer if they are not otherwise entitled to attend.
- 15.5 The chief executive officer and officers of all units of the Federation shall be entitled to attend Council meetings as observers, if they are not otherwise entitled to attend. The definition of "units" for the purpose of this article shall be determined by the Governing Board and shall be set out in the Rules of Procedure.
- 15.6 The chief executive officer shall invite other persons, associations and organizations to attend as observers, or to be represented at Council meetings in accordance with guidelines issued by the Governing Board.

#### **Chair**

- 15.7 The President of the Federation shall chair meetings of Council. In the absence of the President, the President-elect shall take the chair. In the absence of the President-elect, the Treasurer or another member of the Governing Board shall take the chair.

#### **Conduct of the meeting**

- 15.8 All Members or their representatives are entitled to speak at meetings of Council. Observers may speak at the invitation of the chair or with the permission of the chair. All speakers must observe the protocols for meetings of Council set out in the Rules of Procedure.

#### **Proxy votes**

- 15.8.1 Each Member may be represented at a Council meeting by another Member. Such Member may exercise proxy votes on behalf of the Members they are representing.

#### **Quorum**

- 15.8.2 A simple majority of those Association Members in good standing shall be present or be represented at Council to constitute a quorum, except where otherwise provided in these Statutes.

## **VOTING RIGHTS**

### ***Article 16***

#### **Entitlement**

16.1 Members in good standing shall have voting rights and shall be entitled to exercise them in all meetings of Council and in its ballots conducted by post and/or by electronic means. Votes shall be cast in accordance with the provisions of the Rules of Procedure.

#### **Allocation of votes**

16.2 Each Member shall have one vote in all meetings other than Council meetings.

16.3 The number of votes accorded to Members in Council meetings and in postal/electronic ballots shall be as follows:

#### **National Association Members**

16.4 Each National Association Member shall be assigned a number of votes in accordance with a formula determined from time to time by the Governing Board.

The formula and the number of such votes shall be set out in the Rules of Procedure.

#### **International Association Members**

16.5 Each International Association Member shall be assigned at least one vote in accordance with a formula determined from time to time by the Governing Board. The formula and the number of such votes shall be set out in the Rules of Procedure.

#### **Institutional Members**

16.6 Each Institutional Member shall be assigned at least one vote in accordance with a formula determined from time to time by the Governing Board. The formula and the number of such votes shall be set out in the Rules of Procedure.

#### **Honorary Fellows**

16.7 Honorary Fellows shall be assigned one vote each.

#### **Personal Affiliates:**

16.8 Personal Affiliates shall not have voting rights, except as provided for in the Rules of Procedure.

## **VOTING PROCEDURES**

### ***Article 17***

#### **Majority**

17.1 Decisions shall be carried by a simple majority vote of votes cast, except where otherwise provided in these Statutes.

#### **Deciding vote**

17.2 If a motion receives an equality of votes for and against, the person acting as chair of the meeting shall have a deciding vote.

#### **Elections**

17.3 Elections for the post of President-elect and for the elected places on the Governing Board shall be conducted by postal and/or electronic ballot.

#### **Other matters**

17.4 The Governing Board may hold a postal and/or electronic ballot to determine the Members' views on issues of importance, including proposals for changes to the fees applicable to the various classes of Membership and Affiliation. The outcome of such ballot shall be reported to Council at a meeting of Council or by post and/or electronic means.

## **GOVERNING BOARD**

### ***Article 18***

18.1 There shall be a Governing Board responsible for the managerial and professional direction of the Federation within guidelines approved by Council.

## **Membership**

18.2 The Governing Board shall consist of:

- (a) the President,
- (b) the President-elect elected under the provisions of article 19,
- (c) 10 members elected by Members by postal and/or electronic ballot,
- (d) the members of the Professional Committee elected under the provisions of Article 22 of these Statutes.
- (e) Up to three further Board members may be co-opted [*See definition at the end of the text*] by the Governing Board to represent interests determined by the Board. [*see also Transitional Arrangements*]

## **Term of office**

18.3 The elected members of the Governing Board shall serve for an initial term of 2 years. They may stand for a further term of 2 years. The co-opted members shall serve for two years only.

## **Casual vacancy**

18.4 A casual vacancy for elected places on the Governing Board shall be filled for the remainder of the term by the unelected candidate who received the highest number of votes in the most recent elections for the Board.

## **Treasurer**

18.5 The Governing Board shall elect from its own membership the Treasurer of IFLA who shall be responsible for presenting the annual accounts to Council, making proposals for changes to the fees and, in consultation with the CEO, preparing the annual budget.

## **Frequency of meetings**

18.6 The Governing Board shall meet at least twice per year, once at the time and place of the annual general conference of the Federation.

## **Notice of meetings**

18.7 The chief executive officer shall normally give 2 months prior notice of meetings of the Governing Board.

## **Quorum**

18.8 A simple majority of the members of the Governing Board shall constitute a quorum.

## **Majority**

18.9 Decisions of the Governing Board shall be carried by a simple majority of the votes cast. In the event of an equality of votes for and against a proposal, the President or the person acting as the chair of the meeting shall have the deciding vote. Votes shall be cast in accordance with the provision in the Rules of Procedure.

## **Invitations to attend meetings**

18.10 The Governing Board may invite individuals or representatives of other bodies to its meetings in a consultative capacity if the Board decides that such invitations are desirable for the satisfactory execution of its duties

## **Reporting**

18.11 The Governing Board shall report formally to Council.

## **Contracts**

18.12 The Governing Board shall be competent to conclude contracts on behalf of the Federation on the advice of the chief executive officer.

## **Delegation of powers**

18.13 The Governing Board may delegate some of its powers to one or several of its members. Such persons shall report to the Governing Board.

18.14 The Governing Board shall have the power to establish such groups, committees, offices or other bodies as it decides are necessary for the execution of its duties. The Governing Board shall determine the terms of reference, which it shall publish, of any such bodies. Such bodies shall report to the Governing Board.



## **Legal proceedings**

- 18.15 The power to represent the Federation in legal and other proceedings shall belong to the President and the Treasurer acting jointly. Such power shall not belong to the Governing Board.
- 18.16 The entitlement to representation in legal and other proceedings shall also belong to the President or the Treasurer acting jointly with the chief executive officer.

## **PRESIDENT**

### ***Article 19***

#### **Election**

- 19.1 The President, who shall act as the chief representative of the Federation and provide it with professional leadership, shall be elected by the Members by postal and/or electronic ballot.

#### **Term of office**

- 19.2 The President shall serve for a term consisting of 2 years as President-elect, followed by 2 years as President.
- 19.3 The President shall serve for only one term as President. [*see also Transitional Arrangements*]

### ***Article 20***

#### **Casual vacancy**

- 20.1 In the event of a casual vacancy in the office of President, the serving President-elect shall immediately act as President and shall complete the current term of office of President, and then continue to complete the term of office for which he or she was elected.
- 20.2 In the event of a casual vacancy for the office of President-elect, the Treasurer shall temporarily assume the duties of the President-elect. A vacancy shall be declared by the Governing Board for the post of President-elect and a postal and/or electronic ballot shall be held.

## **EXECUTIVE COMMITTEE**

### ***Article 21***

- 21.1 There shall be an Executive Committee of the Governing Board with executive responsibility delegated by the Governing Board to oversee the direction of the Federation between meetings of the Governing Board within the policies established by the Governing Board.

#### **Membership**

- 21.2 The Executive Committee shall consist of the President, President-elect, the Treasurer, the Chair of the Professional Committee, 2 members of the Governing Board, elected every 2 years by members of the Board from among its elected members, and the chief executive officer, ex-officio.

#### **Quorum**

- 21.3 A simple majority of the members of the Executive Committee shall constitute a quorum.

## **PROFESSIONAL COMMITTEE**

### ***Article 22***

#### **Purpose**

- 22.1 There shall be a Professional Committee to ensure coordination of the work of all the units within the Federation responsible for professional activities, policies and programmes.

## **Membership**

22.2 The Professional Committee shall consist of the chair, elected in accordance with Article 22.3 and an officer of each Division of the Federation, preferably the chair of the Division, together with 3 members of the Governing Board, elected by that Board from among its members.

## **Chair and Vice-Chair**

22.3 The Chair of the Committee shall be elected by the Committee from the representatives of the Divisions on the outgoing Committee. *[see also Transitional Arrangements]*

22.4 A Vice-Chair shall be elected by the Committee from amongst its members.

## **Term of office**

22.5 The Chair and Vice-Chair of the Professional Committee shall each serve for 2 years only.

## **Meetings**

22.6 The Professional Committee shall meet at least twice per year at a time and place determined by the Committee, one of which shall be at the time and place of the general conference of the Federation.

## **Quorum**

22.7 A simple majority of the members of the Professional Committee shall constitute a quorum.

## **Majority**

22.8 Decisions of the Professional Committee shall be carried by a simple majority of the votes cast. In the event of an equality of votes for and against a proposal, the chair of the meeting shall have a deciding vote. Votes shall be cast in accordance with the provisions of the Rules of Procedure.

## **PROFESSIONAL UNITS**

### ***Article 23***

#### **Sections**

23.1 The Professional Committee may at its discretion approve a proposal to create a Section. Sections shall act as the primary focus for the Federation's work in a particular type of institution, or information activity or other aspects of the Federation's interests.

23.2 The Governing Board shall determine the registration fee for membership of Sections which shall be set out in the Rules of Procedure.

23.3 Each Section shall have a Standing Committee, nominated and elected in accordance with the Rules of Procedure, to develop the programme of the Section and to ensure its execution.

23.4 Each Section Standing Committee shall elect from its members a Chair and a Secretary each of whom shall have a term of office of 2 years and who together shall constitute the Executive Committee of the Section. They may be re-elected to the same office for no more than a second two-year term. A Section may be discontinued by the Professional Committee.

### ***Article 24***

#### **Divisions**

24.1 The Governing Board shall establish Divisions whose purpose shall be to promote and coordinate the professional work in broad categories representing aspects of the interests of the Federation.

24.2 The Professional Committee shall recommend to the Governing Board the number, names and terms of reference of the Divisions.

- 24.3 Each Division shall have a Coordinating Board, consisting of the Chairs and Secretaries of the Sections allocated to the Division. The Board shall have at least five members. Members may be co-opted to ensure that this minimum is achieved.
- 24.4 Each Coordinating Board shall elect from its members a Chair, a Secretary and a Financial Officer. The term for each of these posts shall be 2 years. Officers may be elected to the same office for no more than one consecutive term of 2 years. The post of Financial Officer shall normally be combined with that of either Chair or Secretary.
- 24.5 The terms of reference of each Section shall be determined by the Division after consultation with the Professional Committee.

**Article 25**

**Core Activities**

- 25.1 The Professional Committee may recommend to the Governing Board for approval the establishment of special offices and programmes for core activities of the Federation. The management of these core activities shall be in accordance with the provisions of the Rules of Procedure.
- 25.2 Representatives of these core activities may serve as co-opted members of the Governing Board and as elected members of the Professional Committee in accordance with the provisions of these Statutes.
- 25.3 Representatives of these core activities shall be members, ex officio, of the Coordinating Boards of Divisions and Standing Committees of Sections relevant to their missions.

**Article 26**

**Special Interest Groups**

- 26.1 Special interest groups may be approved by the Professional Committee to accommodate the particular interests of Members and Affiliates for which the establishment of a Section is not deemed appropriate.
- 26.2 A proposal for such a group may be made by a Division, a Section or a combination of Divisions and/or Sections, or by one or more Members.
- 26.3 If a Section proposes the establishment of a group under this provision, the Division to which the Section belongs must be consulted by the Professional Committee.
- 26.4 The Professional Committee shall establish criteria for the establishment of such groups, subject to the approval of the Governing Board and set out in the Rules of Procedure.
- 26.5 A group established under this provision shall report to the Division or Section to which it was allocated by the Professional Committee.
- 26.6 The Professional Committee may approve the discontinuation of a group established under this provision on the proposal of the Division or Section to which it belongs. or as a result of reorganization of the professional work.
- 26.7 The Governing Board shall establish provisions in the Rules of Procedure for the governance of such special interest groups.

**SECRETARIAT**

**Article 27**

**Chief executive officer**

- 27.1 The Secretariat of the Federation is headed by a chief executive officer who is appointed by the Governing Board.
- 27.2 The chief executive officer is responsible for the strategic and operational direction and the financial management of the Federation within the policies established by Council and the Governing Board.

- 27.3 The chief executive officer shall have the right to attend and participate in an advisory capacity at any meeting of Council, the Governing Board, and the Professional Committee, provided that his or her own position is not under discussion. He or she shall not have a vote at such meetings.

#### **Staff**

- 27.4 The chief executive officer shall appoint such other staff members as necessary for the efficient and effective operation of the Secretariat and deal with all other staffing matters within the limits of the approved budget.
- 27.5 The Governing Board shall determine the general conditions of service of members of staff of the Federation on the advice of the chief executive officer.

### **FINANCES**

#### ***Article 28***

- 28.1 The Federation shall derive its finances from:
- (a) Members' and Affiliates' fees
  - (b) Income from the sales of products and services
  - (c) Gifts, grants, legacies and such other resources as are consistent with the objectives of the Federation.
- 28.2 The Federation shall allocate these finances to a special purpose fund for the benefit of the common good of library and information associations and services. This fund shall be entitled the "Central Fund". This Central Fund can be spent or reserved for future expenditures for the benefit of the common good of library and information associations and services.
- 28.3 The Federation shall add finances received to the Central Fund as soon as they are paid to the Federation.

#### **Financial year**

- 28.4 The financial year of the Federation shall be the calendar year.

#### **Accounts and Budget**

- 28.5 The Governing Board shall submit annually to Council for its approval the accounts for the previous year, audited by a registered accountant.
- 28.6 The Governing Board shall adopt an annual budget for the Federation.

### **RULES OF PROCEDURE**

#### ***Article 29***

The Governing Board shall approve Rules of Procedure to provide for the detailed operation of the Federation within the provisions of these Statutes.

### **AMENDMENTS TO THE STATUTES**

#### ***Article 30***

#### **Proposals for amendment**

- 30.1 Governing Board may make proposals to amend these Statutes, either on its own initiative or on the proposal of Members.
- 30.2 A proposal to amend these Statutes signed by not less than one-quarter of the Members of the Federation and submitted to the chief executive officer shall be acted upon by the Governing Board.

#### **Voting on amendments**

- 30.3 Any proposals to amend these Statutes shall be subject to a postal and/or electronic ballot of the total Membership of the Federation. At least 4 months' notice of the proposals shall be given to Members of the Federation, before the ballot closes.

- 30.4 If the proposals receive a simple majority of the votes cast, the proposals shall be carried. Such proposals shall be considered for final approval by the next following Council meeting. A two-thirds majority of the Members voting shall be required for final approval.
- 30.5 A change in the Statutes is only valid after the preparation of the amendment by a solicitor. Any member of the Board is authorized to draw up an amendment to the Statutes.
- 30.6 Members of the Governing Board are obliged to deposit at the register in the office of the Chamber of Commerce in The Hague an authentic copy of the amendment of the Statutes and a complete text of the Statutes as it will be after the change.

## **DISSOLUTION OF THE FEDERATION**

### ***Article 31***

#### **Proposals for dissolution**

- 31.1 A proposal for the dissolution of the Federation may be made by the Governing Board, either on its own initiative or on the proposal of Members.
- 31.2 A proposal for the dissolution of the Federation signed by not less than one-quarter of the Members of the Federation and submitted to the chief executive officer shall be acted upon by the Governing Board.
- 31.3 Any proposal for the dissolution of the Federation shall be subject to a postal and/or electronic ballot of the total Membership of the Federation. At least four months' notice of the proposals shall be given to Members of the Federation, before the ballot closes.

#### **Voting on dissolution**

- 31.4 If the proposal receives a simple majority of the votes cast it shall be carried. Such proposal shall be considered for final approval by the next following Council meeting. A two-thirds majority of the Members voting shall be required for final approval.
- 31.5 In the event of dissolution Council shall determine the method of ceasing activities and liquidation of the Federation.

#### **Settlement**

- 31.6 The general meeting of members shall determine the purpose of the liquidation surplus, as far as possible in accordance with the mission of the Federation. The liquidation surplus shall be used for the benefit of the common good of library and information associations and services.
- 31.7 The settlement shall be carried out by the Governing Board.
- 31.8 After dissolution the Federation shall continue to exist in so far as this is necessary until settlement of its assets. During the settlement the provisions of the Statutes remain valid as far possible. In documents and announcements issued by the Federation the words "in liquidation" must be added to its name.
- 31.9 The settlement shall end on the date on which there are no assets known to the executor of the settlement.
- 31.10 The accounts and documents of the dissolved Federation have to be kept for 10 years after the dissolution. The custodian shall be appointed by the executors.

## TRANSITIONAL PROVISIONS

### T1

#### **Election of President**

Representatives of Members of the Federation or Personal Affiliates, including those persons who have previously served as President of the Federation under the Statutes in force from 1993 shall be eligible for nomination as President to serve for a two-year period only when these Statutes come into force. No person may stand for both President and President-elect in those elections.

### T2

#### **Election of Chair of Professional Committee**

Members of the former Professional Board may be candidates for the post of chair of the Professional Committee in the first elections to be held under these Statutes, but not in subsequent elections.

### T3

#### **Members of the current Executive Board**

Serving members of the Executive Board who, in accordance with the provisions of the Statutes in force from 1993, would have been eligible for election for a final term of 2 years, may stand for election to the Governing Board for a period of 2 years only. Those serving on the Executive Board for the four year term 1999 to 2003 shall complete their term as members of the Governing Board and may stand for a final term of 2 years in 2003.

### T4

#### **Honorary Presidents**

Honorary Presidents created under the previous Statutes of the Federation shall continue to hold that title and the privileges associated with it.

## DEFINITIONS

**"Co-opted member"** means a member invited to serve on a committee or board by that committee or board, usually to provide expertise or representation not otherwise available. Co-opted members are therefore not elected. They have voting rights unless otherwise specified.

**"Members in good standing"** means Members whose membership fees have been paid in full for the latest complete fiscal year and whose earlier payments are not in arrears.

**"Simple majority of votes cast"** means at least one vote more than half of the votes cast. Members not voting and members who indicate that their abstentions be noted are not counted as votes cast.

Ross Shimmon  
Secretary General

November 2001

The International Federation of Library Associations and Institutions  
P.O. Box 95312  
2509 CH THE HAGUE  
Netherlands

## **B. RULES OF PROCEDURE**

These Rules of Procedure were adopted by the Governing Board of IFLA on 25 August 2001, in accordance with Article 29 of the Statutes of the Federation

### **1. GENERAL MEETINGS (See Statutes, Article 14)**

- 1.1 The Governing Board shall arrange general meetings.
- 1.2 These meetings may have the character of Council meetings in general assembly, in accordance with Article 14 of the Statutes, or general conferences.
- 1.3 Meetings of Council in general assembly shall normally be held during the same time period and at the same place as the general conference.
- 1.4 The Governing Board shall decide the time and place of such meetings.
- 1.5 The level of registration fees for general conferences shall be subject to the approval of the Governing Board.

### **2. ACCESS TO MEETINGS**

- 2.1 General conferences are open to representatives of all Members of the Federation, Affiliates, and Bodies with Consultative Status, and any other persons, subject to payment of the approved registration fee.
- 2.2 Council meetings are open to representatives of all Members of the Federation who are in good standing.
- 2.3 Affiliates and representatives of Bodies with Consultative Status and other persons may attend Council meetings as Observers as set out in Article 15 of the Statutes.
- 2.4 Observers may attend meetings of the Governing Board, Professional Committee, Divisional Coordinating Boards, and Section Standing Committees with the approval of the chair of the meeting.
- 2.5 Meetings of special interest groups are open without restriction.

### **3. PROTOCOLS FOR MEETINGS (see Statutes, Article 15)**

- 3.1 The President shall serve as Chair at meetings of Council and the Governing Board. 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 chief executive officer.
- 3.2 The Chair of the Professional Committee shall chair the meetings of the Committee. In the absence of the chair, the Vice-chair shall chair the meeting. If the Vice-chair is unable to serve, the Committee shall elect a chair for that meeting. The Secretariat shall conduct the election.
- 3.3 Speakers shall address the chair. Speakers at Council meetings 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.
- 3.4 Persons entitled or invited to attend Council meetings in accordance with Article 15 of the Statutes may speak at such meetings.
- 3.5 Observers and other persons are not entitled to vote and may speak only if the chair permits.

## **4 VOTING PROCEDURES (See Statutes, Articles 16 and 17)**

### **Postal Ballots**

- 4.1 In accordance with Article 17 of the Statutes, elections for the post of President-elect and for the elected places on the Governing Board shall be conducted by postal ballot. The Governing Board may also hold postal ballots to determine the Members' views on issues of importance.

### **Nominations**

- 4.2 The Secretariat shall issue to all voting Members and Affiliates 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.
- 4.3 Nominations must be submitted using the form issued by the Secretariat. 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.
- 4.4 Only nominations signed by a competent representative of a qualified Member or by a Personal Affiliate shall be accepted.
- 4.5 In the case of nominations for President-elect, ten (10) nominations by qualified Members or Personal Affiliates shall be required.
- 4.6 In the case of nominations for elected places on the Governing Board, five (5) nominations by qualified Members or Personal Affiliates shall be required.
- 4.7 Nominators shall ensure that their candidate is willing to accept the nomination.
- 4.8 The Secretariat will obtain for each valid nomination:
- (i) a statement that the nominee accepts the nomination
  - (ii) 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.
  - (iii) a brief summary of the nominee's career, especially as it relates to IFLA
  - (iv) a brief statement, or 'manifesto,' outlining the nominee's aims during the period of office
  - (v) confirmation that the nominee has a working knowledge of at least one of the IFLA languages.
- 4.9 Staff of the Federation [see definition] shall not be eligible to be nominated for President-elect or for a place on the Governing Board.

### **Ballot Papers**

- 4.10 The Secretariat 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.
- 4.11 Ballot papers shall be sent by post to all members entitled to vote, allowing at least eight weeks for their despatch and return. Completed ballot papers may be returned by post or by facsimile transmission.

### **Voting**

- 4.12 Voters may vote for as many candidates in each category as there are vacancies.
- 4.13 The Secretariat shall arrange for a count of the number of votes cast. A panel of independent scrutineers appointed by the chief executive officer shall check the results.
- 4.14 For the post of President-elect, the candidate who receives the highest number of votes shall be elected.



- 4.15 If two or more candidates obtain an equal highest number of votes, a new election will be held at the next Council meeting between these candidates. 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.
- 4.16 If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will be held at the next Council meeting between these candidates.
- 4.17 Candidates for the post of President-elect and for the elected places on the Governing Board shall be elected separately. The same person may be nominated for both vacancies, but if that person is elected President-elect, the nominee may not be elected to the Governing Board in another capacity. If a candidate for both vacancies is elected President-elect and also receives enough votes to obtain an elected place on the Governing Board, the candidate with the next highest number votes shall be elected.
- 4.18 The completed ballot papers shall be kept at IFLA headquarters for at least six (6) months after the completed election and made available for inspection on request.
- 4.19 The results of the elections shall be published in the Federation's official publications [see definition].

#### **Council Meetings and meetings of boards and committees**

- 4.20 Votes at Council meetings 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 chair of the meeting so rules, voting shall be by secret ballot.
- 4.21 The Secretariat shall ensure that, in Council meetings, representatives of Voting Members and the number of votes they hold can be readily identified.
- 4.22 The Secretariat shall take steps to arrange for at least three (3) tellers to be appointed for each Council meeting.
- 4.23 The tellers shall count the votes.
- 4.24 Decisions shall be carried by a simple majority of the votes cast.
- 4.25 In the event of an equality of votes, the chair shall have the power to exercise a casting vote [see definition].

### **5 FINANCES (See Statutes, Article 28)**

#### **Accounts**

- 5.1 An audit of all accounts shall be made annually by a duly qualified accountant, engaged by the Governing Board.
- 5.2 A summary of the annual accounts shall be published in the Federation's official publications [see definition].
- 5.3 A copy of the full accounts of the Federation shall be supplied on request to the representative of any Member of the Federation.

#### **Special Funds**

- 5.4 The Governing Board may set aside such a portion of the total funds of the Federation in the form of reserve funds as in its judgment are necessary or expedient for the proper functioning of the Federation.
- 5.5 The Governing Board shall have the power to solicit funds or grants from outside the Federation. The Governing Board may authorize a person or group of persons to act for the Board in this respect.
- 5.6 The financial assets of all units of the Federation shall be deemed to be part of the assets of the Federation itself. However, the Governing Board on the advice of the Professional Committee may decide that income derived from the activities of a Division, Section or other professional unit of the Federation may be reserved for the furtherance of the work of that Division, Section or professional unit.

## **6 MEMBERSHIP AND AFFILIATION FEES**

- 6.1 Members and Affiliates shall pay an annual membership or affiliation fee, the level of which shall be determined by the Council on the advice of the Governing Board.
- 6.2 The Council, on the advice of the Governing Board, may set different levels of fees for Members and Affiliates in developing and developed countries.
- 6.3 The minimum level of such fees for Members and Affiliates shall be set at a level which covers the basic costs of the Federation's services to such categories.
- 6.4 Annual membership and affiliation fees shall be payable in advance on the first day of January in each year.
- 6.5 The Secretariat 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.
- 6.6 Members and Affiliates whose payments are in arrears shall not be entitled to exercise any of the rights conferred by the Statutes of the Federation or these Rules. Members and Affiliates who have not paid their fees by June 30th in any year shall not receive any of the services of the Federation, until the fees are paid in full. Members who have not paid their fees for that year by the date of the Council meeting shall not be entitled to vote at that meeting. Members and Affiliates who have not paid their fees for that year by the closing date for nominations shall not be entitled to nominate for vacant positions. Members who have not paid their fees for the preceding year shall not be entitled to vote in any elections. Members and Affiliates who are one year in arrears in membership fee payments and who have not paid their current fees by 30th June in any given year shall be excluded by resolution of the Governing Board.

### **National Association Members**

- 6.7 The level of membership fees for National Association Members as defined in the Statutes, Article 7.2.1, shall be based on the annual contribution of the country of that member to UNESCO according to the UNESCO Scale of Assessment.
- 6.8 In a country where there is more than one National Association Member, each such member shall undertake to raise an appropriate share of the total membership fee for that country.
- 6.9 The Governing Board shall set the fees for National Association Members in countries for which there is no UNESCO assessment.
- 6.10 The Council, on the advice of the Governing Board, may set a maximum level and a minimum level of fee to be paid by National Association Members, notwithstanding the provision in Rule 6.2.

## **7 VOTING RIGHTS**

### **International Association Members**

- 7.1 International Association Members as defined in the Statutes, Article 7.2.2 shall be entitled to five (5) votes each. These votes may be used in postal ballots for elections to the posts of President-elect and places on the Governing Board, on other matters which the Governing Board decides, and in all votes taken at Council meetings.
- 7.2 In all other matters, including elections for places on Standing Committees of Sections, International Association Members shall have one vote.

### **National Association Members**

- 7.3 National Association Members, as defined in the Statutes, Article 7.2.1, shall be assigned a number of votes which may be used in all postal ballots and in all votes taken in Council meetings. The number of votes shall be allocated per country in accordance with a sliding scale based on the membership fee paid to the Federation by the National Association Member or Members in each country in the previous fiscal year.

- 7.4 The basic scale shall be as follows:  
 National Association Members in Group A: eight (8) votes  
 National Association Members in Group B: sixteen (16) votes  
 National Association Members in Group C: twenty-four (24) votes  
 National Association Members in Group D: thirty-two (32) votes  
 National Association Members in Group E: forty (40) votes.  
 Council, on the advice of the Governing Board, shall from time to time decide on what basis to assign National Members to these groups.
- 7.5 Council, on the advice of the Governing Board, shall from time to time, decide on what basis to assign National Association Members to these groups.  
 (The current list appears as Appendix 1).
- 7.6 If, on January 1<sup>st</sup> of any year, the total number of votes of National Association Members is equal to, or less than, the total number of votes of Institutional Members, the votes allocated to each group of National Association Members as listed in Rule 7.3 shall be adjusted by the chief executive officer. The adjustment shall be made in the proportion 1:2:3:4:5 until the total number of votes of National Association Members exceeds that of Institutional Members.
- 7.7 In the event of changes to the allocation of votes, the chief executive officer shall inform National Association Members no later than February 1<sup>st</sup> of the year in which the changes take place, of the new allocation. National IFLA Committees shall also be informed.
- 7.8 In cases where there are several National Association Members in one country, it is the responsibility of National Association Members of that country, acting either individually or through a National IFLA Committee, to agree on the division of that country's votes between the members. Only whole numbers may be used. The Secretariat shall be informed of the allocation.
- 7.9 If the National Association Members in a country do not reach an agreement on the division of the votes between them, the chief executive officer shall divide the votes in equal parts between them. Any fractional votes arising from such a division shall not be valid and will be lost.
- 7.10 In all other matters, including elections for places on Standing Committees of Sections, National Association Members shall have one vote.

### **Institutional Members**

- 7.11 Institutional members, as defined in the Statutes, Article 7.2.3, shall be allocated one vote each. This vote may be used in all postal ballots, Council meetings and all other occasions on which such members are entitled to vote.

### **Personal Affiliates**

- 7.12 Personal Affiliates, as defined in the Statutes, article 7.3.2 are not entitled to vote. They are, however, entitled nominate candidates for the post of President-elect and for elected places on the Governing Board.

## **8 GOVERNING BOARD (See Statutes, Article 18)**

### **Quorum**

- 8.1 A quorum of the members of the Governing Board, in accordance with Article 18.8 of the Statutes, (a simple majority of the members of the Board) shall be present when the meeting takes a decision.
- 8.2 If a quorum is not present and urgent business is under consideration, those present may make a recommendation which shall then be put to the Board members for approval either by mail or by electronic means. The recommendation shall become a definitive decision if a majority of the members are in favour.

### **Chair**

- 8.3 The President shall chair the meetings of the Governing Board. In the absence of the President, the President-elect shall take the chair. If the President-elect is also absent, the Treasurer of IFLA shall take the chair. If the Treasurer is also absent, the members present shall elect a chair for the meeting.

### **Treasurer**

- 8.4 The Governing Board shall elect from its own membership the Treasurer of IFLA (see Statutes, Article 18.5).
- 8.5 The chair of the meeting shall call for nominations. Every member of the Board is entitled to nominate a candidate for the post of Treasurer.
- 8.6 If there is only one nominee, that candidate shall be declared elected.
- 8.7 If there are several nominees, a secret ballot shall be held conducted by the chief executive officer. The candidate with the highest number of votes shall fill the vacancy.
- 8.8 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 chair of the meeting will decide between the candidates concerned.

### **Other responsibilities**

- 8.9 The Board shall appoint such committees, in addition to those provided for in the Statutes (articles 21 and 22), as it decides are necessary for the efficient and effective functioning of the Federation. It shall determine their terms of reference, composition, terms of office and membership.

### **Substitutions**

- 8.10 In the event of unavoidable absence, a Governing Board member may request the chair of the meeting to accept a representative to attend the meeting in the capacity as an observer. The representative may not vote.

### **Vacancies**

- 8.11 In the event of the death or resignation of an elected member of the Governing Board, the unsuccessful candidate who received the highest number of votes in the most recent election for places on the Board shall fill the vacancy for the remaining term. On completion of that term, the person concerned may be nominated for election to the Board in the normal way and shall be eligible to serve for two full terms.
- 8.12 If no such candidate is available, the Board 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 Board in the normal way and shall be eligible to serve for two full terms.

## **9 EXECUTIVE COMMITTEE (see Statutes, Article 21)**

- 9.1 The chair of the meeting of the Governing Board shall call for nominations from among the members of the Board for the two elected places on the Executive Committee.
- 9.2 Each member of the Governing Board is entitled to nominate a candidate for each of the places.
- 9.3 If there is only one nominee for each place, those candidates shall be declared elected.
- 9.4 If there are several nominees for each place, a secret ballot shall be held conducted by the chief executive officer. The candidates with the highest number of votes shall fill the vacancies.
- 9.5 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 chair of the meeting will decide between the candidates concerned.

- 9.6 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.
- 9.7 If no such person is available, the Board shall decide the appropriate means of filling the vacancy.

## **10 PROFESSIONAL COMMITTEE (see Statutes Article 22 and T2)**

### **Chair**

- 10.1 The outgoing chair of the Professional Committee shall call for nominations for the post of Chair.
- 10.2 Nominees for the post of Chair shall be members of the Professional Committee whose terms expire at the end of the general conference at which the election is held.
- 10.3 If there is only one nominee for the post, that person shall be declared elected.
- 10.4 If there is more than one valid nominee for a post, an election will be held by secret ballot. The members of the newly elected Professional Committee will be entitled to vote.
- 10.5 The candidate with the highest number of votes shall fill the vacancy. If two or more candidates receive the highest number of votes, the outgoing Chair casts the deciding vote.

### **Financial Officer and other assignments**

- 10.6 The newly elected chair may propose the appointment of a Vice-chair who shall also act as Financial Officer.
- 10.7 The newly elected chair may also propose specific assignments for committee members.

### **Elected representatives of the Governing Board**

- 10.8 The chair of the meeting of the Governing Board shall call for nominations for the three places on the Professional Committee from among the elected members of the Governing Board.
- 10.9 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.
- 10.10 If there is only one nominee for each place, those candidates shall be declared elected.
- 10.11 If there are several nominees for each place, a secret ballot shall be held conducted by the chief executive officer. The candidates with the highest number of votes shall fill the vacancies.
- 10.12 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 chair of the meeting will decide between the candidates concerned.

### **Casual vacancies**

- 10.13 Vacancies which occur through the death or resignation of an elected representative of the Governing Board on the Professional Committee shall be filled by the unsuccessful candidate with highest number of votes in the most recent election.
- 10.14 If no such person is available, the Board shall decide how to fill the vacancy.
- 10.15 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**

- 10.16 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 conference.
- 10.17 At least two months notice shall be given of the meeting by the Secretariat. However, a meeting may be held at shorter notice if the chair decides.
- 10.18 In accordance with the Statutes (Article 22.7), a quorum shall be present when the

meeting proceeds to decision making. If a quorum is not present and urgent business is under consideration, those present may make a recommendation, which shall then be put to the committee members for approval either by mail or by electronic means. The recommendation shall become a definitive decision if a majority of the members are in favour.

- 10.19 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.

## **11 DIVISION (See Statutes, Article 24)**

### **Functions**

- 11.1 The function of Divisions is to coordinate the professional activities of the Sections and special interest groups within each Division.

### **Establishment**

- 11.2 The Professional Committee shall have the power to recommend to the Governing Board the number, names and terms of reference of the Divisions.
- 11.3 The Professional Committee shall have the power to recommend to the Governing Board changes to terms of reference of Divisions.
- 11.4 The Professional Committee shall have the power to recommend the abolition of a Division.
- 11.5 The Governing Board may adopt the recommendations of the Professional Committee on such matters.
- 11.6 If the Governing Board does not adopt the recommendations of the Professional Committee, it shall return them to the Committee, stating the reasons for the decision.

### **Coordinating Boards**

- 11.7 Each Division shall have a Coordinating Board, consisting of the Chairs and Secretaries of the Sections established by the Division in accordance with Rule 11.24.
- 11.8 In the case of the Division of Regional Activities, the Regional Managers appointed by the Governing Board shall serve as ex-officio members of the Coordinating Board. They shall not be eligible to serve as Chair, Secretary or Financial Officer of the Board.

### **Meetings of the Coordinating Board**

- 11.9 Each Coordinating Board shall meet annually during the course of the Federation's annual conference.
- 11.10 A simple majority of the members of the Coordinating Board shall constitute a quorum.
- 11.11 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Board by post or by electronic means.

### **Officers**

- 11.12 Each Coordinating Board shall elect from its own members a Chair, a Secretary, and a Financial Officer. The post of Financial Officer shall normally be combined with that of Chair.
- 11.13 Only members of the Coordinating Board may make nominations for these posts.
- 11.14 The term of office for these posts shall be two (2) years. The same person may be re-elected to serve in the same post for no more than one consecutive term.
- 11.15 The election of the Chair will take place before the election of Secretary.
- 11.16 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, re-election between these members shall take place. If, after two such elections no result is reached, the chair of the Professional Committee shall choose between the tied candidates.

### **Membership of the Professional Committee**

- 11.17 The Chair of each Divisional Coordinating Board shall serve as a member of the Professional Committee.
- 11.18 If the Chair is unable to serve in such a capacity, the Chair shall designate another member of the Board to serve on the Professional Committee for that term of office.
- 11.19 If no member of the Coordinating Board 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 Coordinating Board in an advisory, non-voting, capacity.

### **Casual Vacancies**

- 11.20 In the event that the Chair, or Secretary, or Financial Officer of a Division is unable to continue to serve in that capacity, one of the other officers of the Division shall assume the duties until elections can be held at the next meeting of the Division. If the officer concerned holds combined responsibilities (e.g. Chair and Financial Officer), the remaining officer shall assume both responsibilities until elections can be held.

### **Handing over responsibilities**

- 11.21 When the post of Chair, Secretary or Financial Officer 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. In particular, all financial transfers must be accomplished 1st November of the year in which the new officer was elected.

### **Powers and responsibilities**

- 11.22 The Coordinating Board shall carry out its responsibilities within the annual budget approved by the Professional Committee.
- 11.23 Each Division may establish Sections and special interest groups, subject to the approval of the Professional Committee. Special interest groups may be established in combination with other Divisions.
- 11.24 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.
- 11.25 A representative of each special interest group within a Division shall be invited to attend in an advisory capacity any meeting of the Coordinating Board of the Division. If such a group relates to more than one Division, representatives shall be invited to attend all the relevant Coordinating Boards.
- 11.26 Each Division may establish ad hoc working groups, subject to the approval of the Professional Committee. This may be done in combination with other Divisions. The Division or Divisions shall give at least three (3) months' notice to the Professional Committee of the intention to set up such a group and shall inform the Committee of the proposed terms of reference.

### **Annual Reports and Accounts**

- 11.27 Each Division shall submit annually to the Professional Committee, by a date set by the Committee, a written report on the activities within the Division in the previous year.
- 11.28 Each Division shall submit annually to the Professional Committee, by a date set by the Committee, detailed recommendations on the allocation of funds to support its own activities and those of its Sections and special interest groups in the following financial year.
- 11.29 Each Division shall submit annually to the Professional Committee, by a date set by the Committee, the annual accounts of the Division.
- 11.30 Failure to comply with the provisions in rules 11.21, 11.27, 11.28 and 11.29 may result in forfeiture of funds, denial of future funds and/or re-affiliation or termination

of the Division.

## **12. SECTIONS (See Statutes, Article 23)**

### **Functions**

- 12.1 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**

- 12.2 Sections may be established in accordance with the Statutes, Article 23 and Rules 11.24 and 11.25.

### **Membership**

- 12.3 Each Section consists of those Members, Affiliates and Bodies with Consultative Status, which are registered for that Section.

### **Standing Committees**

- 12.4 Each Section shall have a Standing Committee of no fewer than five (5) and no more than twenty (20) persons.
- 12.5 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.
- 12.6 The initial number of Standing Committee members shall be determined, when the Section is established, by the Coordinating Board of the Division to which the Section belongs. The Section shall subsequently have the right to reduce or enlarge the size of its Standing Committee within the limits set out in Rule 12.4. This right may be exercised once every two years by a date set in consultation with the Secretariat.
- 12.7 Members of the Standing Committee shall serve for an initial term of four (4) years. Members may be re-elected for one further consecutive term of four (4) years.

### **Nominations and elections**

- 12.8 The Standing Committee members shall be nominated and elected by qualified Members of the Section. Qualified Members are those Members registered for the Section who have paid the membership and registration fees in full for the fiscal year before the election takes place.
- 12.9 Each qualified member of a section shall be invited by the Secretariat to nominate not more than one candidate for election to fill the vacancies on the Standing Committee.
- 12.10 Each candidate for election shall be nominated by at least one qualified member.
- 12.11 Nominations in writing and signed by a competent authority of the nominating Member must reach the Secretariat by the deadline indicated in the invitation. Such deadline shall be no earlier than three (3) months after the despatch of the invitation.
- 12.12 Nominations shall confirm that the nominee:
- (i) has a working knowledge of at least one working language of the Federation, and
  - (ii) has reasonable expectation of attending meetings of the Standing Committee without cost to the Federation.
- 12.13 Nominations should be accompanied by:
- (i) confirmation that the nominee accepts the nomination, and
  - (ii) a brief summary of the nominee's qualifications and present position.
- 12.14 Staff of the Federation [see definition] are not eligible for nomination for Standing Committees.

### **Postal Ballot**

- 12.15 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.



- 12.16 The maximum number of Standing Committee members may be increased, notwithstanding Rule 12.4, 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.
- 12.17 A list of candidates will appear on the ballot paper in alphabetical order of family name or preferred name.
- 12.18 Qualified members of the Section or Sections concerned may vote for as many candidates as there are vacancies.
- 12.19 The ballot papers must be returned to the Secretariat by the announced return date, which shall be not less than eight (8) weeks after their despatch.
- 12.20 The chief executive officer shall be responsible for the count of the ballot papers.
- 12.21 The completed ballot papers shall be kept at IFLA headquarters for at least six (6) months after the completed election and made available for inspection on request.
- 12.22 The number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies.
- 12.23 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.
- 12.24 The results of the elections shall be published in the Federation's official publications [see definition].

#### **Casual Vacancies**

- 12.25 In the event of the death or resignation 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. That person shall be eligible to serve for one term only.
- 12.26 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. That person shall be able to serve for one term only.
- 12.27 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 12.25 and 12.26.”

#### **Representation**

- 12.28 Successful candidates take office at the close of the conference 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 conference are eligible to nominate, be nominated for, and vote for, the Executive Committee members to be elected at that conference in accordance with Rule 12.33.
- 12.29 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**

- 12.30 Each of the Regional Managers appointed by the Governing Board shall serve as ex-officio members of the appropriate regional Section Standing Committee. They will not be eligible to serve as Chair or Secretary of the Committee.

### **Corresponding Members**

- 12.31 Standing Committees may appoint up to five (5) 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 (2) years on the decision of the chair.
- 12.32 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.

### **Executive Committees**

- 12.33 Each Standing Committee shall elect during the annual conference, from amongst its members, a Chair and a Secretary. Together they shall form the Executive Committee. They shall represent the Section Standing Committee on the Coordinating Board to which the section belongs.
- 12.34 The term of office for the Chair and Secretary is two (2) years. Office holders may be re-elected to the same office for one further consecutive term of two (2) years, provided they will still be members of the Standing Committee for that period.
- 12.35 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.
- 12.36 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, re-election between these members shall take place until a decision is reached.

### **Handing over responsibilities**

- 12.37 When the post of Chair, Secretary or Financial Officer 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. In particular, all financial transfers must be accomplished within two (2) months of the day on which the new officer was elected.

### **Removal from office**

- 12.38 The Governing Board may, on the recommendation of the Professional Committee, remove an officer from office if, in the opinion of a majority of the Professional Committee, the duties are not being fulfilled. Failure to submit the required returns to the chief executive officer, 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 Coordinating Board, and give the officer an opportunity to explain the situation in writing to the Governing Board.
- 12.39 If an 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**

- 12.40 Each Standing Committee shall meet at least annually during the course of the annual general conference of the Federation.
- 12.41 The Chair may convene further meetings, or if no fewer than five (5) members of the Standing Committee make a request to the Chair in writing to hold a meeting.
- 12.42 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Board by post or by electronic means.
- 12.43 Observers may attend meetings of Standing Committees, with the permission of the Chair.

### **Powers and responsibilities**

- 12.44 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.
- 12.45 Each Section shall develop a programme, carry out projects and organize meetings in order to fulfil its terms of reference.
- 12.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities.

### **Special Interest Groups**

- 12.47 Each Section may establish special interest groups in accordance with these Rules, either independently or in combination with other Sections, after consultation with the Division to which it belongs and subject to the approval of the Professional Committee.
- 12.48 Each special interest group established within a Section or a combination of Sections shall be invited to be represented by its Chair or its Secretary in an advisory capacity at any meeting of the Standing Committee(s) of the relevant Section(s).
- 12.49 Each Section may establish ad hoc Working Groups either independently or in combination with other Sections. At least 3 months before the establishment of any such Working Group the Section(s) shall inform the Professional Board of the proposed establishment and of the proposed terms of reference.
- 12.50 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 and annual accounts.

## **13. REGISTRATION FOR SECTIONS**

- 13.1 Membership of the Federation includes the right of registration for Sections. The Governing Board shall determine how many Sections Members and Affiliates may register for without charge, subject to the following minimum numbers:
- i National Association Members shall be entitled register for at least 4 Sections without additional charge.
  - ii National Association Members in countries which pay a national contribution of more than a specific amount, to be decided by the Governing Board from time to time, may together register for all Sections without additional charge.
  - iii Institutional Members shall be entitled to register for at least 2 Sections without additional charge.
  - iv Personal Affiliates shall be entitled to register for one Section without additional charge.
  - v Honorary Fellows shall be entitled to register for any one Section without any charge.
- 13.2 An additional fee, determined by the Governing Board, shall be levied for registration for each Section additional to the number fixed in Rule 13.1.
- 13.3 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 13.1.
- 13.4 Registration for a Section carries the following rights and benefits:
- (i) for Members: the right to nominate for, and elect to, the Standing Committee of the Section, and the right to vote in meetings of the Section;
  - (ii) for Members and other registrants: 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.
- 13.5 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 Secretariat in writing that a change is requested.
- 13.6 New registrations and changes in registration shall be accepted by the Secretariat throughout the year, subject to the payment of any additional fees involved.

## **NOTE: Round Tables, Working Groups and other groups**

The provisions for Round Tables and Discussion Groups were still under review at the time the Governing Board approved these Rules of Procedure. The Board accordingly decided to retain the rules relating to Round Tables, Working Groups and other groups (Rule 10) from the earlier Rules of Procedures, until such time as the review is complete. They are reproduced as Appendix 2.

Ross Shimmon  
Secretary General  
IFLA  
The Hague  
September 2001

## **DEFINITIONS**

- “Affiliates” are defined in the statutes, Article 7.3.
- “Casting vote” means tie-breaking vote.
- “Casual Vacancy” means a vacancy on a elected body caused by the death or resignation of an elected member during a period of office.
- “chief executive officer” means the chief executive officer as defined in the Statutes of the Federation, Article 27 and currently (2001) designated Secretary General.
- “Consultative Status” is defined in the statutes, Article 8.
- “The Federation” means the International Federation of Library Associations and Institutions (IFLA).
- “Member” means a Member of the Federation as defined in the Statutes, Article 7.
- “National Association Member” is defined in the statutes, Article 7.2.1.
- “Official publications” means IFLA Journal, IFLANET and, where appropriate the IFLA Directory.
- “Personal Affiliate” is defined in the Statutes, Article 7.3.2.
- “Qualified Member” means a Member whose membership fees have been paid in accordance with the Statutes.
- “Secretariat” means the staff of the headquarters of the Federation as referred to in the Statutes, Article 27.
- “Staff” means persons employed at IFLA headquarters, in any of the Core Activities and in the Regional Offices
- “The Statutes” means the Statutes of the Federation as adopted by the Council of the Federation on 13<sup>th</sup> August 2000 and registered with the Chamber of Commerce, The Hague, Netherlands on 18<sup>th</sup> July 2001.

**See Rule 7.5 (National Association Members Voting Groups):**

**Council in 1989 decided that the voting groups [above] shall be based upon percentages of the total income from [National] Association Members dues in the previous year. The percentages and groups are as follows:**

**Group A: Less than 0.25%**

**Group B: Between 0.25% and 0.5%**

**Group C: Between 0.5% and 1.5%**

**Group D: Between 1.5% and 5.0%**

**Group E: More than 5.0%.**

## **10 Round Tables, Working Groups and Other Groups**

### **10.1 Round Tables**

10.1.1 A Round Table is a limited group of persons of comparable professional status or interest, established for the exchange of experience.

10.1.2 The terms of reference, organization and functioning of a Round Table shall be determined either by the Division or Section or combination of both by which it is established or by the Round Table itself, subject to the approval of the Professional Board.

10.1.3 The Round Table shall in any case have a Chairman and a Secretary. One of these shall serve as Financial Officer. Officers of a Divisional Round Table may not be at the same time a member of the Standing Committee of a Section or an officer of another Round Table.

10.1.4 After the establishment of a Round Table Members and Affiliates shall be informed through the organ of the Federation of its establishment and shall be invited to name persons for possible participation in the work of the Round Table.

10.1.5 At the initiation of a Round Table the admission to membership of it shall be at the discretion of the Coordinating Board of the Division or the Standing Committee(s) of the Section(s) establishing the Round Table.

10.1.6 When a Round Table is in operation it may admit persons at its discretion, provided these persons are affiliated to the Federation, are employed by a Member or Affiliate or may be considered to represent a Member or Affiliate.

10.1.7 In deviation from the provisions in 10.1.1 and 10.1.6 the specific character of a Round Table may be such that its functioning would be more effective if the membership consisted of institutions instead of persons. Subject to the approval of the Professional Board it may be decided to follow such course, provided the institutions designate one or more named representatives to attend the Round Table meetings on a regular basis.

10.1.8 A Round Table may organize meetings.

10.1.9 A Round Table shall report at least once a year to the Divisions or Sections by which it is established.

10.1.10 If requesting financial support for its work the Round Table must apply through one particular Division and shall follow the rules set by the Financial Officer of this particular Division. 10.1.11 The Round Table shall be automatically discontinued if the membership drops below 5.

### **10.2 Professional Working Groups**

10.2.1 A Working Group is an ad hoc group, established to study specific professional topics.

10.2.2 The terms of reference, organization and functioning of a Working Group shall be determined by the Division, Section, Professional Unit or a combination of Divisions and/or Sections and/or Professional Units by which it is established.

10.2.3 Before the definitive establishment of a Working Group the Professional Board shall be informed by the relevant bodies of the proposed establishment and of the proposed terms of reference.

10.2.4 The Professional Board may suggest changes in or additions to the terms of reference, provided it reacts within 6 months of receipt of the proposed terms of reference.

10.2.5 A Working Group shall report at least once a year to the Division or Section or combination of both by which it is established.

### **10.3 Other Groups**

10.3.1 If the Executive Board avails itself of the possibility to establish special groups and committees cf. the provisions of Art. 16.3 of the Statutes, the Executive Board shall determine their terms of reference and further procedures.

10.3.2 The establishment of any such groups and committees shall be published in the organ of the Federation.