(e) emphasize the obligation of members to protect and promote the rights of every individual to have free and equal access to sources of information without discrimination and within the limits of the law;

(f) provide a set of principles that would give direction on public issues such as censorship and copyright.

Policy Formulation

Ideally, policies should be formulated by a board, committee, task force, or working group with the specific responsibility to develop a policy in a particular area. In view of the fact that policies have implications for the entire organization, wide consultation is advised at the policy formulation stage.

All policies should be recorded in a handbook and made available to members.

Policy Adoption

Once policies have been drafted, they should be passed to the membership for their views. This can be done as an agenda item at an Annual General Meeting. A resolution must made recommending the adoption or amendment of the policy. The association's governing body and/or membership must formally adopt the policy for the policy to go into effect. If the policy is required urgently and must be adopted by the entire membership in keeping with the bylaws, it can be adopted at an extraordinary general meeting of the Association. Alternatively, a postal ballot can be used.

Policy Implementation

Policy implementation is the responsibility of the governing body or paid association staff who seek to ensure that new policies are widely promoted among members and followed by the association. Policies should be reviewed as the need arises by a governing body, executive committee, or other association entity and changes to the policies recommended, if necessary. Policies that are of public interest, for example those governing public access to information, should be given the widest possible coverage in the media. The art of 'lobbying' is useful when the association is seeking to put into effect new policies that may have an impact at a national/political level. This may require the association to approach individual members of government or to mount a major campaign to influence changes in legislation. The 'lobbyists' must therefore be fully conversant with the association's policies and the external issues in order to be effective. See the IFLA RTMLA's brochure "Expanding Advocacy in the Library Community" for more information about this.

Planning

Library associations must recognize the need for proper long-term planning, implementation and monitoring to ensure that the required targets are achieved. It is therefore essential for associations to adopt strategic plans to give clear direction to the leadership and to support their mission. The plans should be reviewed, evaluated, and revised on a regular basis to keep abreast of the internal and external changes taking place in the association's environment.

GUIDELINES FOR DEVELOPING POLICIES AND PROCEDURES FOR THE LIBRARY ASSOCIATION

Management of Library Associations Section

http://www.ifla.org/VII/s40/smla.htm

Introduction

All professional associations must have a clearly defined set of rules and procedures to govern their internal operations and their relationship with the wider community. Library associations are therefore required to establish the necessary framework of policies and procedures that would enable consensus, conformity and a generally acceptable, collective approach to internal and external issues that may arise. These policies and procedures provide the infrastructure that underpins the activities of an association and must be carefully formulated, adopted and implemented. Associations must therefore create a Constitution/Charter, Bylaws, Regulations, and a Code of Conduct/Ethics.

Constitution/Charter

The policies that govern professional associations are embodied in what is generally known as a Constitution, Charter or the document that legally recognizes an association. This policy document is in fact, the legal instrument by which the association establishes its existence and provides a framework through which the association can function and relate with its members and the wider community. It is the legal policy foundation on which the establishment of an association and its work rests. This document is generally written in broad, all-encompassing terms.

Bylaws

Bylaws provide explanations and details of the broader statements that are articulated in the Constitution/Charter. Bylaws interpret the Constitution in less formal and simpler language and provide explanations on the following:

(a) definitions of the categories of membership

(b) professional qualifications

(c) the composition, modus operandi, powers and responsibilities of the Executive Committee/Presiding Body

(d) the eligibility of members to stand for election

(e) procedures for elections of officers

(f) procedures for disciplining officers and staff

(g) financial matters such as the appointment of auditors, preparation and presentation of accounts, subscription levels and general management of the association's finances

(h) rules and procedures for running the annual general meeting

The Bylaws must also provide a list of the officers and a general statement of their responsibilities.

Regulations

Regulations, some of which may be incorporated into the bylaws, provide for the orderly conduct of association business. They must define procedures for:

(a) the conduct of elections

(b) the issue of notices for the elections

(c) methods and deadline for the receipt of nominations

(d) identification of the persons qualified to vote

(e) the form of nomination and voting papers

(f) instructions for voting

(g) vote-counting procedures

(h) scrutiny and reporting of election results

Other regulations can also be developed to provide definitions and terms of reference for standing committees, working groups, task forces and similar sub-organizations.

Rules of Procedure

Rules of procedure provide for the actual standards of behavior and conduct during meetings. They should therefore provide guidelines on such issues as courtesy and relevance, advice on the moving of motions, their withdrawal and amendment, right of reply, and brevity during speeches.

Code of Conduct/Ethics

It is important for associations to develop specific guidelines that govern the relationship between the members and their various publics. This can be achieved through the development of a Code of Conduct/Ethics that stipulates the relationship among members and their association; between the user and the professional; between the professional and his/her employer; and the services that they provide. In fact, the Code of Conduct is the instrument that conveys to the public and the government the seriousness and responsibilities of the profession. The Code may therefore:

(a) urge members to comply with the rules and regulations of the association;

(b) instruct members to comply with the national laws and policies and not indulge in any activity that would bring the profession into disrepute;

(c) urge members to maintain high standards of service, keep abreast of new developments in the field and take responsibility for mentoring and training new professionals;

(d) emphasize the obligation of the professional to facilitate the unhindered flow of information and ideas;