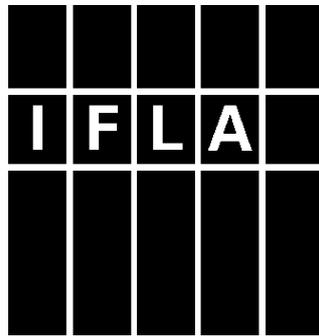


RULES OF PROCEDURE



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

The Rules of Procedure were adopted by the Governing Board at their meeting in Québec City, Canada, on 16 August 2008.

The Rules of Procedure were amended by endorsement of the Governing Board at their meeting held in The Hague, Netherlands, on 3 December 2008, Agenda item 08.45.2, R20.3; Milan, Italy, 21 August 2009, Agenda item 5.2, R23; Gothenburg, Sweden, on 9 August 2010, Agenda item 1.3.2, R18.32.1; The Hague, Netherlands, on 18 April 2011, Agenda item 5.7, R3.4.3, R15.5 and R18.22; San Juan, Puerto Rico, on 12 August 2011, Agenda item 1.4.3, R3.7-R3.9; The Hague, Netherlands, on 7 December 2011, Agenda item 1.4.3, R3.4.1.1 and agenda item 3.2.4, R20.3; Kuala Lumpur, Malaysia on 23 August 2018, Agenda item 18-08-5.3, R 17-20; Virtual meeting on 17 September 2020, Agenda item 20-09-5.3, R 11.1-11.18, R 15.3-15.10, R 17.3-17.11 & R 18.7-18.23.

Rule 1

R1. MEMBERSHIP: STANDING APPEALS PANEL (STATUTES, ART. 5.5)

- R1.1 The Standing Appeals Panel (the Panel) shall consist of three members appointed by the Governing Board. They shall include persons who together have adequate experience in, and understanding of, the governance of IFLA, the interpretation of IFLA's Statutes and the law relating to associations, particularly in the Netherlands.
- R1.2 At the initial appointment of the Panel the Governing Board shall appoint one member of the Panel for a period of one year, one member for two years and one member for three years. Thereafter all members shall be appointed for three years.
- R1.3 Members of the Panel may be reappointed for one additional period of three years.
- R1.4 The member of the Panel appointed for one year shall serve as its Convenor, in the following year the member appointed for two years shall serve as Convenor, followed by the member appointed for three years. Thereafter the members shall each serve as Convenor for one year, in the order of their appointment.
- R1.5 If a Panel member is unable to complete the term, the other members will move up in the rotation and a new member will be appointed for a three-year term.
- R1.6 Within two weeks of receiving notice of an Appeal from a Member as provided for in Statute 5.5.1 the Secretary General shall request the Convenor to convene the Panel to consider the Appeal.
- R1.7 If any member of the Panel is not available to consider an Appeal or if it appears possible that a member of the Panel may have a conflict of interest, the Convenor shall in consultation with the President appoint a replacement for the purpose of that Appeal.
- R1.8 The Members of the Panel shall study the Appeal submitted to them and consult with one another. The Panel may call for and consider further information from the Appellant, from the Secretary General or his staff, or from other parties. The members of the Panel are not required to meet, but shall conduct their work by correspondence and/or electronic means of communication.

- R1.9 The Panel may decide to uphold the expulsion, reinstate the Member, or extend the Member's suspension for a period of not more than one month for the purpose of gathering additional information.
- R1.10 The Panel shall within one month of its appointment communicate their decision to the Secretary General. A decision to extend a suspension shall also be communicated within this time-frame, after which the Panel shall communicate their final decision to the Secretary General no later than one further month.
- R1.11 The Secretary General shall communicate the Panel's decision to the Appellant and the Governing Board within two weeks of receipt

Rule 2

R2. PAYMENT OF MEMBERSHIP FEES (STATUTES, ART. 5.8; ART. 7.2)

- R2.1 Annual membership fees (including the moneys payable for publications, additional sections or other services to which a Member has subscribed) shall be payable in advance on the 31st day of March each year.
- R2.2 The Secretary General 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.
- R2.3 Members who have not paid their fees in full by 30 June in any year may be suspended by the Secretary General. A suspended Member shall not receive any of the services of the Federation, and shall forfeit the right to vote, until the fees are paid in full.
- R2.4 Members that have not paid their fees by 31 December in any given year shall be excluded by resolution of the Governing Board.
- R2.5 Honorary Fellows retain their membership for life and are not required to pay membership fees.

Rule 3

R3. AFFILIATE STATUS (STATUTES, Art. 6)

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

Institutional Affiliates

- R3.1 Very small institutions that are unable to sustain institutional membership of the Federation, may be admitted as Institutional Affiliates in the following sub-categories:
 - R3.1.1 School libraries: libraries of schools at the primary and secondary levels
 - R3.1.2 One-person library centres: libraries staffed by a single employee
 - R3.1.3 Institutional sub-units: special or branch libraries that form part of an institution which is itself an Institutional Member of the Federation.
- R3.2 Institutional Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The Governing Board may set different levels of fees for Institutional Affiliates in developing and developed countries. The minimum level of affiliation fees shall be set at a level which covers the basic costs to the

Federation's services to the respective categories, with the proviso that the Governing Board may set fees for new Institutional Affiliates in selected low-income countries at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of Institutional Affiliation fees for the information of Members.

- R3.3 An Institutional Affiliate may:
- R.3.3.1 nominate candidates for the position of President-elect and for elected places on the Governing Board, but may not vote in the elections for these positions;
 - R3.3.2 nominate and vote for candidates for the Standing Committees of Sections;
 - R3.3.3 be represented at meetings of the General Assembly, where its representative may speak but not vote.

Individual affiliates

- R3.4 Individuals may be admitted as Individual Affiliates in the following sub-categories:
- R3.4.1 **Personal Affiliates:** all individuals other than those included in the sub-categories of Student Affiliates and new Graduate Affiliates.
 - R3.4.1.1 **Non-salaried Affiliates:** individuals, other than those eligible for student affiliation, who can confirm that they are not currently in paid employment and do not expect to be within the next three months. Individuals may remain in this sub-category for as long as they meet the criteria. It is their responsibility to inform IFLA when they are no longer eligible. They will then be moved to the category of Personal Affiliate in the following year.
 - R3.4.2 **Student Affiliates:** individuals who are able to provide proof of current enrolment in a course of study leading to entry-level professional qualifications in librarianship or information work. Individuals may remain in this sub-category for as long as they can prove appropriate enrolment.
 - R3.4.3 **New Graduate Affiliates:** individuals who are able to provide proof of entry-level professional qualifications in librarianship or information work in librarianship or information work within 12 months prior to application. Individuals may remain in this sub-category for the two years immediately following graduation.
- R3.5 Individual Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The provisions of Rule 3.2 apply *mutatis mutandis* to Individual Affiliates.
- R3.6 The provisions of Rule 3.3 apply *mutatis mutandis* to Individual Affiliates.

Association Affiliates

- R3.7 Emerging and small Associations that are unable to sustain membership in any of the three Association categories of the Federation as described under Article 4, may be admitted as Association Affiliates for up to three consecutive years if they have not

been an IFLA member in the previous three years, and work with operating expenses at Band 12 level (the lowest band level in the National Association Membership category).

R3.8 Association Affiliates shall pay an annual affiliation fee, the level of which shall be determined by the Governing Board. The provisions of Rule 3.2 apply *mutatis mutandis* to Association Affiliates.

R3.9 The provisions of Rule 3.3 apply *mutatis mutandis* to Association Affiliates.

Admission and loss of Affiliate status

R3.10 Admission to Affiliate status shall be subject to a decision of the Secretary General, which shall be reported to the Governing Board for ratification.

R3.11 An applicant whose application is rejected by the Secretary General may appeal to the Governing Board.

R3.12 An Affiliate may resign at any time by giving written notice to the Secretary General.

R3.13 The decision of the Governing Board to withdraw affiliate status is final.

Rule 4

R4 CORPORATE PARTNERS (ART 19)

R4.1 Companies and other organisations with an interest in library and information services may be recognised as Corporate Partners of the Federation.

R4.2 The Governing Board may from time to time determine the categories or levels of Corporate Partners, the fees payable by them, and the scale of benefits and privileges applicable to each. These shall be published for the information of Members.

R4.3 Notwithstanding Rule 4.2 the Secretary General shall be empowered to negotiate additional benefits for Corporate Partners whose contributions to the Federation (whether in cash or in kind) substantially exceed those set out in the scale of fees. The benefits so negotiated shall be approved by the Executive Committee.

R4.4 A Corporate Partner may be represented at meetings of the General Assembly, where its representative may speak but not vote. Corporate Partners may not nominate candidates for the position of President-elect and for elected places on the Governing Board, and may not vote.

Admission and loss of Corporate Partner status

R4.5 The provisions of Rules 3.10 – 3.13 apply *mutatis mutandis* to Corporate Partners

Rule 5

R5. CONSULTATIVE STATUS [STATUTES, ART. 6)

R5.1 Consultative Status is only open to organisations of which the primary field of operation falls outside librarianship and information work. Organisations that are eligible for membership of the Federation as International Association Members shall not be admitted to Consultative Status.

R5.2 Admission to Consultative Status is normally on the basis of reciprocity.

- R5.3 Admission to Consultative Status shall be reported to the General Assembly of Members.
- R5.4 An Organisation with Consultative Status may be represented at meetings of the General Assembly, where its representative may speak but not vote.
- R5.5 The provisions of Rules 3.10 to 3.13 above apply *mutatis mutandis* to Organisations with Consultative Status.

Rule 6

R6. MEMBERSHIP FEES AND FINANCES (ART. 7)

- R6.1 The annual membership fee payable by Members shall be determined by the General Assembly on the advice of the Governing Board.
- R6.2 The General Assembly, on the advice of the Governing Board, may set different levels of fees for Members in developing and developed countries.
- R6.3 The minimum fee for Members shall be set at a level that covers the basic costs of the Federation's services to each category, with the proviso that the Governing Board may propose fees for new Members, or Members in selected low-income countries, at a lower level if the Treasurer so approves. The Governing Board shall publish the scale of membership fees for the information of Members.

Rule 7

R7. ACCESS TO MEETINGS (ART. 19)

- R7.1 All professional meetings of the Federation and its units are open to all members and registered participants at the annual conference or other conferences at which the meetings are held. Professional meetings may include conference sessions, workshops, training and development activities or other programmes of a professional nature.
- R7.2 Registration requirements and payment of a fee may apply to attendance at congresses or other professional meetings.
- R7.3 Meetings of the Federation's General Assembly are open, subject to the provisions of Rule 7.6, to:
 - R7.3.1 Members of the Federation
 - R7.3.2 Affiliates,
 - R7.3.3 Corporate Partners, and
 - R7.3.4 Bodies with Consultative Status;in good standing, and their representatives, and registered participants at the annual congress or other conferences at which the meetings are held. Persons attending meetings of the General Assembly of Members, other than representatives appointed in accordance with Article 10, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.4 Meetings of the committees and boards of the Federation's professional units, as provided for in Article 16, are open, subject to the provisions of Rule 7.6, to:
 - R7.4.1 Members of the Federation

- R7.4.2 Affiliates,
 - R7.4.3 Corporate Partners, and
 - R7.4.4 Bodies with Consultative Status;
- in good standing, and their representatives, and registered participants at the annual conference or other conferences at which the meetings are held. Persons attending meetings of the committees and boards referred, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.5 Meetings of the Governing Board and Professional Committee, which are described in Articles 13 to 14, and other committees established by those bodies are open, subject to the provisions of Rule 7.6, to:
- R7.5.1 Members of the Federation and
 - R7.5.2 Affiliates;
- in good standing and their representatives. Persons attending meetings of the Governing Board, Professional Committee and other committees, other than members of those bodies, attend as observers. They should sit in areas designated for observers and may not participate in the discussions unless invited to do so by the Chair.
- R7.6 A meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 may be declared closed by the Chair only for the discussion of:
- R7.6.1 the performance, achievements, qualifications, recognition or remuneration of IFLA staff, IFLA members or other individuals or institutions
 - R7.6.2 IFLA positions and statements on controversial matters in cases when it may reasonably be anticipated that the positions articulated by individual participants in the meeting may lead to sanctions being taken against them by their governments or other parties
 - R7.6.3 IFLA's negotiation position and strategy in international negotiations
 - R7.6.4 IFLA's position and strategy in relation to legal and financial contracts and agreements.
- R7.7 Wherever possible, prior notice that a meeting, or part thereof, of the bodies referred to in Rules 7.3 to 7.5 will be closed should be given in the notice of the meeting.
- R7.8 Observers, except those specifically invited to assist in dealing with the matters to be considered during the closed session, may not be admitted to a meeting declared closed in terms of Rule 7.6.
- R7.9 A meeting closed in terms of Rule 7.6 shall deal only with the matters described in Rules 7.6.1 to 7.6.4.
- R7.10 Minutes or other records of meetings shall be made available to members of the Federation as soon as practicable after their approval, except for records concerning matters of the nature described in Rules 7.6.1 to 7.6.4.

Rule 8

R8. GENERAL ASSEMBLY OF MEMBERS (ART. 9)

- R8.1 Meetings of the General Assembly shall normally be held during the same time period and in the same place as the Federation's annual World Library and Information Congress (the Congress).
- R8.2 The registration fees for the Congress shall be subject to the approval of the Governing Board.

Rule 9

R9. CONDUCT OF GENERAL ASSEMBLIES (ART. 11)

- R9.1 The President shall serve as Chair at meetings of the General Assembly. 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 Secretary General.
- R9.2 Speakers shall address the chair. Speakers at meetings of the General Assembly 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.
- R9.3 Persons entitled or invited to attend General Assembly meetings in accordance with Article 10 of the Statutes may speak at such meetings.
- R9.4 Observers and other persons are not entitled to vote and may speak only if the chair permits.
- R9.5 To permit the President to enable the efficient and effective conduct of business, rulings by the President are final.
- R9.6 The Executive Committee may appoint someone who is an expert on the rules and methods of the conduct of business by boards and committees to assist the President in determining all matters of procedure for which there is no provision in these Rules.
- R9.7 The Executive Committee may approve the use of a standard guide to meetings procedure to assist the chair of the General Assembly in determining all matters of procedure for which there is no provision in these Rules.
- R9.8 Resolutions which Members wish to propose for inclusion in the agenda in accordance with Article 9.5 must reach the Secretary General three months before the date of the meeting and must be in the format prescribed in Rule 9.11.
- R9.9 Resolutions of an exceptional and urgent character proposed after the deadline specified in Article 9.5 must be submitted to the IFLA office by the due date and time specified by the Executive Committee.
- R9.10 In very exceptional circumstances, the President may accept a resolution from the floor of the General Assembly with the consent of the majority of the Members present or represented. It must, at the same time, be handed over in writing to the Chair.

- R9.11 All resolutions must be proposed and seconded by authorised representatives of Members whose names and affiliations must be included and must clearly express the action recommended to be taken by the Federation.
- R9.12 The Governing Board shall take appropriate action on resolutions passed by the General Assembly.
- R9.13 All resolutions must be brief, clear in intent and legible. Brief additional background or explanation may be attached if necessary. The Executive Committee may seek clarification or rephrasing to ensure that the meaning and intent of a proposed resolution are clear and may nominate a delegate or delegates to assist the proposer to revise a proposed resolution in order to conform with these Rules.
- R9.14 Professional resolutions may be drafted in sessions and meetings held during the World Library and Information Congress. Such resolutions shall not be tabled in the General Assembly, but shall be submitted to the Professional Committee.

Rule 10

R10. VOTING AT MEETINGS OF THE GENERAL ASSEMBLY (ART. 12 & 13)

- R10.1 Votes in meetings of the General Assembly 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 President so rules, voting shall be by secret ballot.
- R10.2 The Secretary General shall ensure that, in meetings of the General Assembly, representatives of Voting Members and the number of votes they hold can be readily identified.
- R10.3 The Secretary General shall take steps to arrange for at least three tellers to be appointed for each meeting of the General Assembly.
- R10.4 The tellers shall count the votes.
- R10.5 Decisions shall be carried by a simple majority of the votes cast.
- R10.6 In the event of an equality of votes, the chair shall have the power to exercise a casting vote.

Ballots to determine Members' views

- R10.7 Rules 11.10, 11.12, 11.17 and 11.18 shall apply *mutatis mutandis* to Postal ballots conducted in accordance with Statute 12.3

Rule 11

R11. VOTING IN ELECTIONS (ART. 13)

Nominations

- R11.1 The Governing Board will plan and implement a fair and open nomination and election process for the position of President-elect and vacancies on the Governing Board in line with IFLA Statutes.

Rule 12

R12. THE TREASURER (ART. 13.6)

- R12.1 For the election of the Treasurer in accordance with Statute 13.6, the President shall call for nominations. Every member of the Board is entitled to nominate a candidate for the post of Treasurer.
- R12.2 If there is only one nominee, that candidate shall be declared elected.

- R12.3 If there are several nominees, a secret ballot shall be held conducted by the Secretary General. The candidate with the highest number of votes shall fill the vacancy.
- R12.4 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 President will decide between the candidates concerned.
- R12.5 The Treasurer is an officer of IFLA ranking after the President and the President-elect, and deputises for the President if the President-elect is not available.

Rule13

R13. PROTOCOL FOR MEETINGS OF THE GOVERNING BOARD (ART. 14.7)

- R13.1 Rules 9.1 and 9.4-9.7 apply *mutatis mutandis* to meetings of the Governing Board.
- R13.2 If a quorum is not present and urgent business is under consideration, those present may make a recommendation which shall be put to the Board members for approval either by mail or by electronic means. The recommendation shall be submitted to the Board members by the Secretary General. It shall be clearly formulated and a reasonable deadline shall be set for the Board members to respond. The responses shall be received and tabulated by the Secretary General. The recommendation shall become a decision of the Board if a majority of the members express themselves in favour.
- R13.3 If urgent business has to be attended to between meetings of the Board, the President may authorise the Secretary General to submit the matter to the Board members for a decision following the procedure set out in Rule 13.2 above.
- R13.4 In the event of unavoidable absence, a Governing Board member elected in terms of Art. 13.3.4 may request the President to accept a representative, normally the Secretary of the body chaired by that Member, to attend the meeting in the capacity as an observer. The representative may not vote.
- R13.5 Meetings of other governance and professional bodies shall be conducted following similar principles to those embodied in Rules 9.1 and 9-4-9.7. Simpler and less formal procedures may be followed.

Rule 14

R14. EXECUTIVE COMMITTEE (ART. 14.8)

[The composition of the Executive Committee is set out in Art. 14.8.1]

- R14.1 At the first meeting of the Governing Board after the commencement of its term the President shall call for nominations from among the members of the Board for the two elected places on the Executive Committee.
- R14.2 Each member of the Governing Board is entitled to nominate a candidate for each of the places.
- R14.3 If there is only one nominee for each place, those candidates shall be declared elected.

- R14.4 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R14.5 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 President will decide between the candidates concerned.
- R14.6 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.
- R14.7 If no such person is available, the Board shall decide the appropriate means of filling the vacancy.

Rule 15

R15. PROFESSIONAL COMMITTEE (ART. 14.9)

R15.1 In addition to the composition of the Professional Committee as set out in Statute 14.9.1, the chairs of the CLM and FAIFE Committees are ex officio non-voting members. The Committee may co-opt an additional non-voting member, if appropriate, for specified purposes and for a limited period.

Functions

R15.2 The Professional Committee

- R15.2.1 oversees the professional program of IFLA and may recommend to the Governing Board the creation, name, and terms of reference, or abolition, of organizational units such as Divisions, Sections, Special Interest Groups, Committees, Core Activities etc., to carry out the professional programme as developed by the Governing Board;
- R15.2.2 establishes procedures for organizing the professional content of the IFLA World Library and Information Congress programme, including all of its satellite conferences;
- R15.2.3 oversees the publications programme of IFLA and makes recommendations as appropriate to the Governing Board;
- R15.2.4 reviews the status and programmes of organizational units from time to time, to ensure they continue to support the mission and goals of IFLA.

Election of Professional Committee Chair [Art. 13.3.3]

R15.3 The Governing Board will plan and implement a fair and open nomination and election process for the position of Election of Professional Committee Chair in line with IFLA Statutes.

Elected Representatives of the Governing Board

- R15.11 The President shall call for nominations for the two places on the Professional Committee from among the elected members of the Governing Board.
- R15.12 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.

- R15.13 If there is only one nominee for each place, those candidates shall be declared elected.
- R15.14 If there are several nominees for each place, a secret ballot shall be held conducted by the Secretary General. The candidates with the highest number of votes shall fill the vacancies.
- R15.15 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 President will decide between the candidates concerned.

Casual vacancies

- R15.16 A casual vacancy for the position of an elected representative of the Governing Board on the Professional Committee shall be filled by the unsuccessful candidate with the highest number of votes in the most recent election.
- R15.17 If no such person is available, the Board shall decide how to fill the vacancy.
- R15.18 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

- R15.19 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 congress.
- R15.20 At least two months notice shall be given of the meeting by the Secretary General. However, a meeting may be held at shorter notice if the chair decides.
- R15.21 A simple majority of members shall constitute a quorum.
- R15.22 In the absence of a quorum decisions may be made following the procedure set out in Rule 13.2, *mutatis mutandis*.
- R15.23 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.

Vice-chair and other assignments

- R15.24 At the first meeting of a newly constituted Professional Committee the Chair shall conduct an election for the position of Vice-chair, who shall also act as the Financial Officer.
- R15.25 If the Chair is unable to attend a meeting of the Governing Board, the Vice-Chair or, in the absence of the Vice-chair, another member selected by the Professional Committee shall represent the Chair of the Professional Committee in the Governing Board.
- R15.26 The Chair may propose specific assignments for committee members.

Rule 16

R16. SECRETARY GENERAL AND STAFF (ART.15.5)

- R16.1 The Secretary General is responsible for the strategic and operational direction and the financial management of the Federation within the policies established by the General Assembly and the Governing Board.

- R16.2 The Secretary General shall have the right to attend and participate in an advisory capacity at any meeting of the General Assembly, the Governing Board and the Professional Committee, provided that his or her own position is not under discussion. He or she does not have a vote at such meetings.
- R16.3 The Secretary General shall appoint such other staff members as necessary for the efficient and effective operation of the Federation and deal with all other staffing matters within the limits of the approved budget.
- R16.4 The Governing Board shall determine the general conditions of service of members of staff of the Federation on the advice of the Secretary General.

Rule 17

R17. DIVISIONS (ART. 16)

Membership

- R17.1 As determined by the Governing Board, and on the recommendation of the Professional Committee, each Division shall be composed of Sections, Special Interest Groups, relevant core activities and IFLA Committees, so as to enhance communication among all the relevant organizational units.

Functions

- R17.2 The function of a Division is to coordinate the professional activities of its members and ensure good communication among its Sections.

Election of Officers

- R17.3 The Governing Board will plan and implement a fair and open nomination and election process for the positions of Division Chair in line with IFLA Statutes.

Responsibilities of Division Chairs

- R17.12 The Chair of each Division shall serve as a member of the Professional Committee and the Governing Board.
- R17.13 If the Chair is unable to serve in such a capacity, the Secretary shall serve on the Professional Committee and the Governing Board for that term of office.
- R17.14 If no officer of the Division is willing to be so designated, another person who is currently or was recently closely involved in the work of the Division may be designated by the Chair. Any such person shall be invited to attend all meetings of the Professional Committee in an advisory, non-voting, capacity.
- R17.15 At each Congress, the Division Chair will convene a Leadership Forum, comprising the Chair and Secretary of each of its Sections, the conveners of its Special Interest Groups, along with the Chair of the Advisory Board of any Core Activities assigned to the Division. At the Leadership Forum, participants will discuss issues, inform Division Chairs of views, make suggestions for future congresses, and bring up matters of concern.
- R17.16 The Division Chair conducts an election of the Secretary of the Division from among the members of the Leadership Forum, at its first meeting.

- R17.17 The Division Chair solicits from Division members issues that need to be brought to the Professional Committee.
- R17.18 The Division Chair reports back to the Division after each meeting of the Professional Committee to highlight important decisions and issues.
- R17.19 The Division Chair prepares a brief annual report about the activities of the Division, before the April meeting of the Professional Committee.

Voting

- R17.20 A simple majority of members of a Division's Leadership Forum shall constitute a quorum for purposes of any matter requiring a vote.
- R17.21 If a quorum is not reached, the Chair shall make arrangements to consult the members of the Forum by post or by electronic means.

Vacancies

- R17.22 In the event of a casual vacancy in the position of the Chair or Secretary, of a Division, the unsuccessful candidate who received the highest number of votes in the most recent election for the post shall fill the vacancy for the remaining term. On completion of that term, the person concerned may, if otherwise eligible, be nominated to serve for one further term. If no such candidate is available, one of the other officers of the Division shall assume the duties until elections can be held.

Handing over responsibilities

- R17.23 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Division.

Powers and responsibilities

- R17.24 The Governing Board may, on recommendation of the Professional Committee, establish Sections and Special Interest Groups (SIGs).
- R17.25 The terms of reference of such Sections and Special Interest Groups shall be determined by the Governing Board.
- R17.26 A representative of each special interest group within a Division shall be invited to attend the Division's Leadership Forum. If the group relates to more than one Division, all relevant Division chairs shall invite them to attend their respective Leadership Forums.

Rule 18

R18. SECTIONS (ART. 16)

Functions

- R18.1 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

- R18.2 Sections may be established in accordance with the Statutes, Article 16 and Rules 17.24 and 17.25, provided that a minimum of forty Members registers for that section within a period determined by the Professional Committee.

Membership

R18.3 Each Section consists of those Members, Affiliates and Bodies with Consultative Status, which are registered for that Section in terms of Rule 19. If the membership of the Section falls below the minimum of forty members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Governing Board, on recommendation of the Professional Committee, may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.

Standing Committees

R18.4 Each Section shall have a Standing Committee of no fewer than ten and no more than twenty persons. If a Section fails to elect a minimum of ten Standing Committee members, the Professional Committee shall determine a time-frame within which this number should be attained, failing which the Professional Committee may decide to disband the Section, merge it with another, or to convert it to a Special Interest Group.

R18.5 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, or, if serving as the Convener of a Special Interest Group, may serve additionally as a co-opted member of the Standing Committee of the Section that sponsors that Special Interest Group.

R18.6 Members of the Standing Committee shall serve for an initial term of four years. Members may be re-elected for one further consecutive term of four years.

Nominations and elections

R18.7 The Governing Board will plan and implement a fair and open nomination and election process for the positions of Standing Committee Member in line with IFLA Statutes.

Casual Vacancies

R18.24 In the event of a casual vacancy in the position 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 for a second consecutive term.

R18.25 If no such candidate is available, the Standing Committee Chair may co-opt a person to fill the vacancy for the remaining term, providing that in doing so the number of Standing Committee members does not exceed the maximum identified in R18.4. On completion of that term, the person may be nominated for election to the Standing Committee in the normal way for a second consecutive term.

R18.26 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 18.24 and 18.25.

Representation

R18.27 Successful candidates take office at the close of the Congress which immediately follows the elections. However, only those members who will be serving on the Standing Committee for the two-year term commencing at the end of the Congress are eligible to nominate, be nominated for, and vote for, the Section Officers to be elected at that Congress in accordance with Rule 18.32.

R18.28 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

R18.29 Each of the Regional Managers appointed by the Governing Board shall serve as an ex-officio non-voting member of the appropriate regional Section Standing Committee. They will not be eligible to serve as Chair or Secretary of the Committee.

Corresponding Members

R18.30 Standing Committees may appoint up to five 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 years on the decision of the Section Chair.

R18.30.1 In the event of a casual vacancy of a Corresponding Member, the Standing Committee would propose another Corresponding Member to fill the vacancy for the remaining term. On completion of that term, the person concerned may be nominated for a further two years final term. Appointed Corresponding Members take office at the close of the Congress which immediately follows the elections.

R18.31 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.

Section Officers

R18.32 Each Standing Committee shall elect during the annual conference, from amongst its members, a Chair and a Secretary, who shall be known as the Section Officers in accordance with Rule 18.27. Members resident outside a regional Section are not eligible for election as an officer of that Section. They shall represent the Section Standing Committee on the Leadership Forum of the Division to which the Section belongs.

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

R18.33 The term of office for Section Officers is two years. Section Officers may be re-elected to the same office for one further consecutive term of two years, provided they will still be members of the Standing Committee for that period. A person may therefore serve a total of

eight years as an Officer, for example, four years as Chair and four years as Secretary.

R18.34 Only members of the Standing Committee may nominate candidates for these posts. Each member of the Standing Committee is entitled to nominate a candidate for each office.

R18.35 If there is only one nominee for an office, that person will be declared elected. If there is more than one nominee a secret ballot will be held. The candidate with the highest number of votes shall be elected. If two or more candidates receive an equal highest number of votes, the secret ballot will be repeated to decide between these members.

Handing over responsibilities

R18.36 When the post of Chair or Secretary is being assumed by a newly-elected person, the outgoing officer shall make every possible effort to ensure the smooth continuity of the work of the Section.

Finances

R18.37 The accounts of the Section Standing Committee shall be kept by the Officers or a designee, in accordance with the standards required by the Federation's auditors. They shall show the total funds received and spent by the Committee, including funds received from external sources.

R18.37.1 If the Section holds a satellite meeting or conference for which registration fees or external financial support are received, the proceeds of the event, minus expenses and accompanied by a financial account, shall be returned to the hosting organization(s) and/or Federation's central account, as appropriate. The Section may suggest appropriate uses for the funds.

R18.37.2 In the event of the dissolution of a Section, all unspent funds shall be returned to IFLA's central account, except any unspent funds received from an external agency, which must be returned to that agency unless otherwise authorised.

R18.38 The Treasurer shall set out in financial regulations the manner in which Sections shall budget for their expenditure, request the reimbursement of funds expended in terms of their budgets, and return unspent funds to the Federation's central fund or, in the case of funds received from an external agency, to that agency. The financial procedures shall be in accordance with the standards required by the Federation's auditors.

Removal from office

R18.39 The Governing Board may, on the recommendation of the Professional Committee, remove a Section Officer from office if, in the opinion of a majority of the Professional Committee, that officer's duties are not being fulfilled. Failure to submit the required returns to the Secretary General, 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 Leadership Forum, and give the officer an opportunity to explain the situation in writing to the Governing Board.

R18.40 If a Section 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 for a second consecutive term.

Standing Committee Meetings

R18.41 Each Standing Committee shall meet at least annually during the course of the annual Congress of the Federation.

R18.42 The Chair may convene further meetings, or if five or more members of the Standing Committee make a request to the Chair in writing to hold a meeting. Such meetings may be held using electronic means.

R18.43 If the quorum is not reached, the Chair shall make arrangements to consult the members of the Committee by post or by electronic means.

Powers and responsibilities

R18.44 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.

R18.45 Each Section shall develop a programme, carry out projects and organize meetings in order to fulfil its terms of reference.

R18.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities.

R18.47 Each Section may establish ad hoc Working Groups either independently or in combination with other Sections relevant to the mission and goals of the Section(s) involved.

R18.48 Each Section shall ensure that all information, the Division to which it belongs needs for the performance of its tasks, reaches the Division Chair and/or members promptly, including the submission of an annual report.

R18.49 Each Section may appoint Standing Committee members to serve in roles to perform the work of the Section as needed, which may include Newsletter Editor, Communications Coordinator, etc.

Rule 19

R19. REGISTRATION FOR SECTIONS (Art. 16)

R19.1 Membership of and affiliation to the Federation includes the right of registration for Sections.

The Governing Board shall determine for how many Sections Members and Affiliates may register without charge, subject to the following minimum numbers:

R19.1.1 All Members other than Honorary Fellows shall be entitled to register for at least two Sections without additional charge.

R19.1.2 Honorary Fellows shall be entitled to register for any one Section without any charge.

R19.1.3 Affiliates shall be entitled to register for one Section without additional charge.

R19.2 An additional fee, determined by the Governing Board, shall be levied for registration for each Section additional to the number fixed in Rule 19.1.

- R19.3 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 19.1.
- R19.4 All Association Members shall be registered automatically free of charge for the Management of Library Associations Section, over and above the number set out in Rule 19.1.
- R19.5 Registration for a Section carries the following rights and benefits:
 - R19.5.1 the right to nominate for, and elect to, the Standing Committee of the Section, and the right to vote in meetings of the Section;
 - R19.5.2 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.
- R19.6 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 Secretary General in writing that a change is requested.
- R19.7 New registrations and changes in registration shall be accepted by the Secretary General throughout the year, subject to the payment of any additional fees involved.

Rule 20

R20. SPECIAL INTEREST GROUPS (Art. 16)

- R20.1 The Governing Board, on recommendation of Groups of IFLA Members, or representatives of IFLA Members, may establish Special Interest Groups to address emerging issues or trends or issues of continuing interest to a relatively small number of IFLA members. Special Interest Groups bring together IFLA members with common and continuing interests that they wish to discuss or explore, but which are not included in the Mission and Goals of an existing Section. Interests may cut across the concerns of multiple Sections, identify and follow an emerging issue or trend, be very specialized, and be relevant to a small number of members.
- R20.2 To hold an exploratory meeting concerning the establishment of a Special Interest Group, a convenor must submit a petition to the Professional Committee signed by ten persons, three of whom must be Standing Committee members, who intend to participate in the Special Interest Group, requesting a meeting at the next Congress to invite people to see whether there is sufficient interest.
- R20.3 To form a Special Interest Group the convenor must submit a petition to the Governing Board, signed by twenty-five persons, who intend to actively participate in the activities of the Special interest Group, and approved by a sponsoring Section. Once established, the Special Interest Group must be recognised in the Section's action plan.
- R20.4 Before giving its decision on the establishment, the Governing Board must be reasonably satisfied that the issues to be discussed:

- R20.4.1 will promote IFLA's values, professional priorities and strategic plans;
- R20.4.2 will not conflict with the terms of reference of an existing IFLA professional unit;
- R20.4.3 are appropriate to the terms of reference of the sponsoring Section.

Convenor

- R20.5 The Special Interest Group selects a Convenor who may or may not be a member of the sponsoring Section Standing Committee. However, the Special Interest Group Convenor must be employed by an Association Member or Institutional Member, or be a member of an Association Member in good standing, unless by special request from the sponsoring Section and agreed otherwise by the Professional Committee.
- R20.6 The term of office of the Special Interest Group Convenor is up to two years after the exploratory meeting, once renewable by appointment of the sponsoring Section's Standing Committee, following the timeline of the 2-year election cycle.
- R20.7 If the Convenor is not an elected member of the sponsoring Section's Standing Committee, he/she becomes an ex-officio member during his/her term as Convenor.
- R20.8 The Convenor shall be expected to attend all Standing Committee meetings of the sponsoring Section and the respective Division Leadership Forum at each Congress during his/her term of office and report on the activities of the Special Interest Group. Activities of Special Interest Groups shall be included in the annual reports of the sponsoring Section.
- R20.9 In the event of a casual vacancy in the Convenor position, the Special Interest Group will select a member to fill the vacancy for the remaining term. On completion of that term, the Convenor may be renewed for a second consecutive two-year term by the sponsoring Section's Standing Committee.
- R20.10 The Professional Committee may, on the recommendation of the majority of the sponsoring Section, remove a Convenor from leadership for failure to communicate and conduct the business of the Special Interest Group. Before taking such action, the Professional Committee shall consult the relevant Division Leadership Forum, and give the Convenor an opportunity to explain the situation in writing to the Professional Committee.
- R20.11 If a Convenor is removed from leadership, the Special Interest Group will select a member to fill the vacancy for the remaining term. On completion of that term, the Convenor may be renewed for a second consecutive two-year term by the sponsoring Section's Standing Committee.
- R20.12 When the post of Convenor is being assumed by a new person, the outgoing Convenor shall make every possible effort to ensure the smooth continuity of the work of the Special Interest Group.

Powers and Responsibilities

- R20.13 A Special Interest Group may exist as a virtual group and/or as a group that meets at the annual IFLA World Library and Information Congress or at other locales before or after the Congress.
- R20.14 Administrative funds for a Special Interest Group must come from the Section's budget; however, a Special Interest Group is eligible to apply for special project funds if the Section approves the request.
- R20.15 The Secretary General will schedule a slot of a maximum of two hours for Special Interest Groups that wish to meet at the IFLA World Library and Information Congress (WLIC). The time may be used for meeting, programming, or both. Additional time may be obtained by collaborating with other units. Programmes must be submitted through the Standing Committee of the sponsoring Section as part of the Professional Committee's programme approval process.
- R20.16 Special Interest Group meetings and programmes at Congress must be open to all registrants.
- R20.17 Convenors are responsible for announcing a topic, requesting meeting space from the Secretary General in the same time schedule and manner as other programme slots are requested, and convening the Special Interest Group during the allocated slot.
- R20.18 Approved Special Interest Group activities during the Congress will be listed in the programme. Announcements of meetings may be posted on the IFLA Website and published in newsletters of the sponsoring Section.
- R20.19 Special Interest Groups may not set up formal affiliations with bodies outside IFLA.
- R20.20 A Special Interest Group may appoint members to serve in roles to perform the work of the Special Interest Group as needed, which may include Secretary, Communications Coordinator, etc.

Duration and Review

- R20.21 Special Interest Groups are created for an initial four-year term. The sponsoring Section will review the Special Interest Group every four years to decide whether to affirm or disband the Special Interest Group and will report this action to the Professional Committee. If a Section wishes to disband a Special Interest Group, the Special Interest Group may appeal the ruling to the Professional Committee, which will make the final decision. A Special Interest Group may continue to function, as long as it is meeting a need and is positively reviewed.
- R20.22 A Special Interest Group will submit its 4-year report to its sponsoring Section and Division Chair. The report will be used by the sponsoring Section in its review to disband or to affirm its continuation for a consecutive four-year term. This decision will be forwarded in the Special Interest Group's fourth year to the Professional Committee for review during its earliest meeting (usually December), which will consider the following in making its final decision: demonstrated need (from membership, experts, Section), demonstrated interest (e.g., average number of people attending activities, number of subscribers on its e-list, website/blog visits, etc.), strong record of activity, strong record of organization, and Section support and working relationship.

Application for Section Status

- R20.23 A Special Interest Group may apply for Section status, starting in its seventh year, or anytime thereafter. Application will include evidence of a minimum of 6 years of ongoing programming, publication or social engagement, support from the current sponsoring Section and probable future Division, a mission statement and an action plan, and 40 Association or Institutional Members willing to register for the proposed Section (R18.3).
- R20.24 The sponsoring Section and Division Leadership Forum of the probable future Division will review the Special Interest Group's application and will report their recommendation to the Governing Board and Professional Committee. If there is any negative recommendation of the Special Interest Group's application, the Special Interest Group may appeal the ruling to the Professional Committee, which will make a recommendation to the Governing Board in order to reach a final decision. Before reaching its final decision, the Governing Board shall consult the sponsoring Section's Standing Committee and the relevant Leadership Forum, and give the Special Interest Group an opportunity to provide additional information in writing to the Governing Board.

Rule 21

R21. CORE ACTIVITIES (Art. 16)

- R21.1 The Governing Board may from time to time identify certain areas of activity as Core Activities and enter into agreements with appropriate institutions and bodies for their support.
- R21.2 Each of the Core Activities has a governance body usually known as an Advisory Board. The Governing Board elects one of its number to serve as a member of the Advisory Board.
- R21.3 Newly established Advisory Boards, and existing Advisory Boards that have not yet done so, shall draw up their own terms of reference, for approval by the Governing Board.
- R21.4 The Governing Board may, after consultation with the relevant Advisory Board, discontinue a Core Activity.

Rule 22

R22. HEARING OF APPEALS (Art. 19)

The Secretary General shall refer all disputes concerning interpretation of these Rules to the Executive Committee for a decision. The Executive Committee shall also decide on all matters of procedure for which there is no provision in these Rules. In the event of any inconsistency between the provision of the Statutes of the Federation and these Rules of Procedure, the provisions of the Statutes will prevail.

Rule 23

R23. MEMBERSHIP: DETERMINATION OF COUNTRY STATUS AND CODE (Art. 4)

- R23.1 As provided for in Statute 4 the Governing Board shall admit a Member in accordance with the criteria set out in the Statute.

- R23.2 IFLA shall admit Members from any country of the world, regardless of its political status, and provided they meet the prescribed criteria for membership as set out in the Statutes.
- R23.3 Members shall be assigned a member number that includes a country code as listed in the latest version of ISO standard 3166.
- R23.4 In assigning a member number country names and codes do not necessarily have to be those of sovereign states. Country names and codes may be used for dependent territories in cases where the state administering the territory permits this.
- R23.5 If the sovereignty or control of a territory is a matter of international dispute, the criterion used by IFLA shall be admission to the United Nations as a member state, or as a non-member state or entity which has been accorded formal observer status and maintains a permanent observer mission at the UN, as listed in the latest edition of the United Nations Protocol's Blue Book, "Permanent Missions to the United Nations".
- R23.6 Members shall be listed in the Members Directory and other official IFLA lists using the country name and code assigned by IFLA.

DEFINITIONS

"Appellant" means a person or institution appealing against a ruling.

"Casting vote" (tie-breaking vote) means a second vote that may be exercised by a designated person (usually the Chair) to make a decision when a preceding vote has resulted in an equal number of votes for two candidates or alternative decisions.

"Casual Vacancy" means a vacancy on an elected body caused by the death, resignation or removal of an elected member during a period of office.

"*Ex officio*" refers to a position held by a person on a Board or Committee as long as that person holds another, specified position. A person holding an *ex officio* position may vote unless this is specifically precluded.

"IFLA languages" are Arabic, Chinese, English, French, German, Russian and Spanish.

"In good standing" applies to all Members whose membership has not been terminated in accordance with Art. 5.1 to 5.7, or suspended in terms of Art. 5.8 and Rule 2.3.

"*Mutatis mutandis*" means that a rule formulated for one matter is applied to another matter after the necessary changes have been made to take the differences between the two into account.

"Officer" in the case of a Division refers to the Chair and Secretary. For officers of Sections, see "Section Officers".

"Official publications" means IFLA Journal, IFLA's Website and, where appropriate, the IFLA Directory.

"Quorum" means the minimum number of members that have to be present or represented at a meeting of a committee or other body for that committee or body to be able to make valid decisions. In the absence of any other provision in the Statutes or elsewhere in these Rules, a quorum is constituted by a simple majority of the members of the committee or body.

"President", in the absence of the President, also applies to the person serving as Chair of a meeting in terms of Rules 9.1 and 13.1.

"Qualified Members" are those Members registered for the Section who have paid the membership fees and, if applicable, additional section registration fees, in full for the fiscal year before the election takes place, and who are not suspended in terms of Rule 2.3.

"Section Officers" refers to the Chair and Secretary of a Section (cf. Rule 18.32).

"Simple majority" means fifty percent plus one.

"Staff" means persons employed at IFLA headquarters, in any of the Core Activities, Regional Offices and Language Centres.

NOTE: TRANSITION MEASURES AND EXPLANATORY NOTES

1. Relevant transition measures should be set out in a document accompanying the calls for nominations for the elected positions.
2. Rule 10.10 requires all returned ballot papers to bear the required signatures. If a ballot paper is returned as an e-mail attachment, this means that with current technology it has to be in the form of a PDF file. This should be stated in the documents accompanying the ballot papers.