



## **Rules & Procedures for the Academic & Special Libraries Section of the Library Association of Ireland.**

### **1. Name**

1.1 This Section of the Library Association of Ireland shall be known as the Academic & Special Libraries Section (hereafter known as the Section) of the Library Association of Ireland (hereafter known as the Association). It is established in accordance with Articles 83 – 87 of the Memorandum and Articles of Association of the Library Association of Ireland.

### **2. Membership**

2.1 Membership of the Section is open to any personal member of the Association in good standing. Membership of the Committee of the Section is open to any personal member of the Academic & Special Libraries Section in good standing. Members are entitled to vote, receive publications of the Section, attend the Annual General Meeting (hereafter known as the AGM), serve on the Committee and participate in the Section discussion forum.

### **3. Mission Statement**

3.1 The Section is committed to promoting the role of all Information Professionals working within the academic and special libraries sector and to offering professional development opportunities.

#### **4. Purpose and Role of the Section**

4.1 The purpose and role of the Section may be defined as follows:

- To provide a forum for those working in the area of librarianship and information services within the broad academic and special libraries sector. This sector can include, but is not restricted to, all forms of academic institutions (public and private), corporate and business libraries, private libraries and special libraries, such as those in the voluntary and charity sector.
- To ascertain and disseminate best practice in the field of Library and Information Studies particularly on issues relating directly to the academic and special libraries sector.
- To work closely with the Executive Board of the Association, and other relevant Committees and panels in order to meet the objectives of the Association.
- To represent the views and objectives of the Section membership to the Executive Board of the Association.
- To provide opportunities for the continuing professional development of members of the Section.
- To act as advocates for the role of librarians and information professionals within the academic and special libraries sector, both to employers and to the wider public.

#### **5. Committee**

5.1 The Section shall be governed in the best interests of the members of the Section by a duly elected Committee.

5.2 This Committee shall consist of a maximum of twelve members, including the Honorary positions of Chairperson, Secretary and Treasurer.

## **6. Annual General Meeting**

6.1 An Annual General Meeting (hereafter known as the AGM) of the Section shall be held once a year, on a date determined by the Committee.

6.2 The Secretary of the Committee will give a minimum of four weeks individual notice to members of the Section, of the time, day and location of the AGM. The time and date of the AGM shall also be posted on the Section's website.

6.3 The AGM shall present reports from the Secretary and Treasurer, conduct the election of the Committee members and conduct any other business of the Committee of which due notice has been given. Time will also be made available by the Committee at the AGM for any other business that members of the Section might wish to raise.

## **7. Election of Members to the Committee`**

7.1 Members of the Section elected to the Committee shall be entitled to hold office for a period of two years following the AGM of their election, therefore an election will only be held every two years. Should a member(s) resign at the end of their first year on the Committee vacancies will be advertised as open at the intermediate AGM. If a member resigns during the year, the Committee may choose to co-opt a replacement.

7.2 Following general notification individual members of the Section may express interest in membership of the Committee by contacting the Honorary Secretary prior to the AGM. The Honorary Secretary will provide details about the level of commitment required from Committee members and the election process.

7.3 If after consultation with the Honorary Secretary, a Section member wishes to be considered for Committee membership, nomination forms will be made available via email.

7.4 Completed nomination forms must be received by the Honorary Secretary a minimum of two weeks prior to the AGM.

7.5 If the number of nominations for each available Committee place does not exceed the number of available Committee places, then those whose names have gone forward shall be declared elected at the AGM.

7.6 In the event of an election a ballot will take place at the AGM and the Committee shall be elected by a majority of the members of the Section present at the AGM. Ballot papers will be circulated prior to the AGM.

7.7 In the event of an election, the Honorary Secretary will request a member of the Executive Board and two independent volunteers who are members of the Section to act as election officials. The Executive Board member will take on the role of "Lead Election Official". The election officials will not be eligible to stand for election to the Committee. Only members of the Section are eligible to vote in an election.

7.8 If a member of the Section cannot attend the AGM and wishes to vote in the election then a proxy vote will be made available by contacting the Honorary Secretary prior to the AGM, once the ballot papers have been circulated. Proxy votes can be returned by mail to the Honorary Secretary a minimum of 24 hours prior to the AGM or Section members can nominate another member of the Section or the Association to vote on their behalf at the AGM.

7.9 In the event of two members getting the same number of votes subsequent ballots shall be taken until a majority is found for one of the candidates or until one of the candidates withdraws.

7.10 The Honorary positions of Chairperson, Secretary and Treasurer, will be agreed at the first meeting of the newly elected committee following the AGM.

## **8. Committee Meetings**

8.1 The quorum for meetings of the Section's Committee throughout the year shall consist of four members, of which at least one shall consist of the Honorary Chairperson, Secretary or Treasurer.

8.2 At each meeting of the Committee, the roles of chair, minute taker and timekeeper will rotate between all members of the Committee. The roles will be

decided in advance of each meeting and the chair of the meeting will circulate the agenda in advance of the meeting.

8.3 The Committee will meet a minimum of six times a year. Apologies for non-attendance must be forwarded to the meeting Chair before the date of the meeting.

8.4 The schedule of these meetings will be decided at the beginning of each term and communicated to Section members by the Honorary Secretary. The schedule of meetings will be available from the Section's area of the Association's website.

8.5 If consensus cannot be reached on various issues raised for discussion and decision at Committee meetings, then voting can take place on these issues by a show of hands. In the event of an equal number of votes being cast, the Honorary Chairperson will have the casting vote, and if s/he is not present then the Honorary Secretary or Treasurer will have the casting vote.

## **9. Role of the Honorary Chairperson**

9.1 The Chairperson shall be responsible for the proper maintenance of the Section's records and documentation.

9.2 The Chairperson will have the responsibility for ensuring the various functions of the Section are carried out with due regard to this Rules & Procedures of the Section, and in a fair and equitable manner.

9.3 The Chairperson should take reasonable care to see the activities of the Section are carried out in accordance with the overall purpose and role of the Section as defined in the Rules & Procedures document.

## **10. Role of the Honorary Secretary**

10.1 The Secretary of the Committee is responsible for communicating to members the time and date of relevant meetings

10.2 The role of the Secretary includes the preparation of an annual report of the Section's activities (known as the Secretary's Report) to be presented at the AGM.

10.3 The role of the Secretary shall also include liaising with the Honorary Treasurer of the Executive Board of the Association to ensure that the Section receives regular updates regarding membership of the Section.

## **11. Finance & Role of the Honorary Treasurer**

11.1 The Committee shall have the right to raise such monies as it sees fit in order to meet the purposes and role of the Section, as previously outlined.

11.2 The Treasurer is responsible for managing the financial arrangements of the Section and will issue regular Statements of Accounts to the Committee and to the Honorary Treasurer of the Association as requested.

11.3 The Treasurer shall give a Financial Report at each AGM, a copy of which will be made available to all members. This report shall be forwarded to the Honorary Treasurer of the Association.

## **12. Working Groups**

12.1 The Committee of the Section may put in place sub-committees, known as Working Groups, for specific purposes related to the work of the Section, and may appoint to serve on such Working Groups members of the Section who are not members of the Committee.

12.2 The Committee will set the terms of reference for any Working Groups.

12.3 Each Working Group will be chaired by a Committee member.

12.4 The minutes of Working Group meetings will be made available to all Committee members.

### **13. Changes to the Rules & Procedures**

13.1 Changes to these Rules & Procedures are subject to approval by the Executive Board of the Association.

13.2 Once approved by the Executive Board changes to the Rules & Procedures for the Section shall be effected only by a majority vote of the members of the Section at the AGM, or at an Extraordinary General Meeting (EGM), as appropriate.