

THE CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS

SPECIAL INTEREST GROUP RULES **Approved by CILIP Council, December 2003**

Preamble and Interpretation

1. The Special Interest Group shall be known as the UK Electronic Information Group of CILIP: The Chartered Institute of Library & Information Professionals.
2. The affairs, procedures and governance of the Group shall be regulated by the Charter, Bye-laws and Regulations of CILIP which shall apply to the Group so far as they are applicable, and by these Rules, as approved by the Council of CILIP.
3. These rules may be amended only by decision of a general meeting of the Group. No amendment shall be adopted unless it has been approved by two-thirds of the members, voting in person or by postal ballot. No amendment shall take effect until it has been approved by the Council of CILIP; Council's provisional approval may be sought in advance of the Group general meeting at which the amendment is to be proposed.
4. The Group's sphere of interest shall be as determined from time to time by the Council of CILIP after consultation with the Group Committee, and any question thereon shall be determined by CILIP Council, whose decision shall be final.

Object

- 5.1 The object of the Group is to further the aims of CILIP within its defined sphere of interest by uniting those members of CILIP and the Group engaged or interested in its issues, fostering communication, facilitating exchange of experience and by promoting relevant work.
- 5.2 The Group's sphere of interest is to encourage and advance the effective use of electronic resources and in particular:
 - a) To advance the science and art of electronic information resource use and development of electronic information systems.

b) To provide a collective voice for users of electronic online information systems and services in dealing with official, professional and commercial bodies, both national and international.

c) To encourage communication and exchange of knowledge and experience among users and providers of electronic information resources and related technologies by means of meetings, publications and other appropriate means.

Activities

6.1 The Group shall pursue its object by means of meetings, seminars, conferences, publications and by such other means as the Group deems appropriate subject to CILIP's Charter, Bye-laws and Regulations.

6.2 The Group shall not take any action, other than by recommendation to Council, which affects any other Group, the general conduct of the Institute or the external relations of the Institute. Any action that the Group does take must have regard to the public statements made by CILIP and published on its website or by other means.

6.3 The funds and facilities of the Group shall not be employed to promote the candidature of any candidate for election to office of the Institute or any other professional association; but this shall not prevent the provision of factual information on a non-discriminatory basis.

Members

7.1 Any personal member of the Institute may become a member of the Group upon notification in writing to the CILIP Secretariat and on payment of any additional subscription determined by CILIP.

7.2 Supporting and institutional members of CILIP may appoint a personal representative to be a member of the Group upon notification in writing to the CILIP Secretariat and payment of any additional subscription that may be due. Such a personal representative is entitled to be placed on the mailing list of the Group and to participate in its meetings and events, but may not

vote in Group proceedings nor stand for election to the Group committee.

Associated Members

- 8.1 The Group committee may admit persons who are not members of CILIP as associated members of the Group upon application to the Secretary and payment of such subscription as the Group committee may determine.
- 8.2 Associated members may become members of the Group committee, but not in the office of Chair, Honorary Treasurer or Honorary Secretary, nor may associated members form the majority of members of the committee.
- 8.3 Associated members may not take part in elections for the Group councillor, but they may vote on the election of officers and members to the Group committee and other matters internal to the Group.
- 8.4 Unless stated otherwise, all references in these Rules to Group members shall include associated members.

General Meetings

9. The annual general meeting of the Group shall be held each year at such place and such time as the Committee may determine, provided that no more than 16 months shall elapse between such meetings.
10. All general meetings other than the Annual General Meeting shall be called Special General Meetings.
11. No business shall be transacted at any general meeting unless a quorum is present. Ten members present in person (but excluding the elected officers) shall constitute a quorum for an annual general meeting and 25 members present in person shall constitute a quorum for a special general meeting, unless increased by the Group in a general meeting.
12. If within half an hour from the time appointed for the holding of a general meeting a quorum is not present the meeting, if convened on the requisition of members, shall be dissolved. In any other

case it shall stand adjourned to a date, time and place to be determined by the chair of the meeting and notified to members and if, at such adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

13. All business that is transacted at general meetings shall be deemed special business with the exception of the ordinary business of the Annual General Meeting specified in clause 19.
14. The chair of a general meeting shall conduct its business as far as possible in accordance with the rules of procedure set out in Appendix A.

Annual General Meeting

15. Notice of the annual general meeting shall be given to all members of the Group not less than 35 clear days before the date of the meeting.
16. The notice shall specify the place, the day and the hour of the meeting and the business to be transacted and that attendance at Group AGMs will be free of charge. General provisions about notices are given in paragraphs 59 and 60.
17. A statement shall appear on the notice that, if a member wishes to put a motion to the meeting, notice of the motion shall be made in writing, signed by the member, and shall be served on the Group Secretary not less than twenty-one clear days before the date of the meeting.
18. Notice of further business proposed by members shall be given to all members of the Group not less than fourteen clear days before the meeting. All such further business shall be deemed special business.
19. The ordinary business of the AGM shall be to:
 - a) Receive and consider the annual report of the Group committee which shall include reports from any sub-Groups
 - b) Receive and consider the Group accounts and the report thereon by the independent examiners
 - c) Appoint independent examiners for the ensuing year

- d) Fix the subscription payable by associated members in the ensuing year
- e) Receive the result of the election of members to the Group committee
- f) Receive the annual report of the Group councillor which may be included in the annual report of the Group Committee

The minutes of the preceding AGM, containing a transcript of all resolutions passed, shall be read at or submitted to the AGM.

- 20. The draft accounts and reports shall be distributed to all members of the Group before the date of the AGM in the Group newsletter, on the Group website or otherwise.

Special General Meetings

- 21. The Group committee may whenever it thinks fit convene a special general meeting of the Group.
- 22. Notice of the place, the day and the hour of a special general meeting and of the business to be transacted shall be given to all members of the Group not less than 21 clear days before the date fixed for the meeting.
- 23. The Group committee shall also convene a special general meeting on the requisition of 25 members of the Group as at the date of the signing of the requisition. A special general meeting shall be held not later than 10 weeks after receipt of a members' requisition.
- 24. A requisition must state the objects of the meeting, and must be signed by the members making the requisition and served on the Group secretary, and may consist of several documents in like form each signed by one or more of the members making the requisition.
- 25. If the Group committee does not issue notice of a special general meeting within seven weeks of the receipt of a requisition, the members making the requisition may require the Secretary of CILIP to convene a special general meeting of the Group.

Votes of Members

26. The persons entitled to vote at general meetings of the Group are the members of the Group whose subscriptions are not in arrears on 30th April in the year in which the meeting takes place. Votes may not be given by proxy.
27. At every general meeting a resolution put to the vote of the meeting shall be decided on a show of hands or by secret ballot as appropriate. In the case of an equality of votes, the Chair of the meeting may exercise a second or casting vote.
28. Unless a postal ballot be demanded, a declaration by the Chair of the meeting that a resolution has been carried or carried by a particular majority or lost shall be conclusive, and an entry to that effect in the minutes of the proceedings of the meeting shall be sufficient evidence of the fact so declared.

Postal Ballots

29. On a motion of special business, upon or before the declaration of the result of the show of hands, a postal ballot may be demanded by the Chair or by at least one quarter of the members present and entitled to vote. Notwithstanding a demand for a postal ballot on any motion, the meeting may continue for the transaction of any other business in respect of which a ballot has not been demanded.
30. If a postal ballot is demanded, the meeting shall forthwith appoint three persons, who need not be members, to act as scrutineers. The Chair shall reduce the resolutions or amendments into the form of alternative propositions so as best to take the sense of the members on the substantial question or questions at issue. The wording of the resolution to appear on the postal ballot paper shall be decided and agreed by the members present in person and entitled to vote at the meeting. Voting papers setting forth these propositions shall be issued within 14 days after the meeting and shall be returnable so as to be receivable within 21 days after the meeting. The scrutineers shall meet not less than 21 days nor more than 28 days after the meeting and shall draw up a report of the result of the voting, stating what voting papers have been rejected for non-observance of the notes and directions thereon or disqualified by reason of the voter being in arrears or otherwise

ineligible to vote. The report of the scrutineers shall be conclusive as to the result of the voting. In the event of a tie on a postal ballot conducted under this clause, the resolution shall be declared not carried. The result of the postal ballot shall be deemed the resolution of the general meeting at which the ballot was demanded and the result shall take effect from the date of the scrutineers' report.

31. In addition to the right to demand a postal ballot at a general meeting, any member of the Group eligible to vote is entitled to vote by postal ballot on the election of Group officers and members of the Group committee (Appendix B).
32. The Group committee, at its discretion, may decide to hold a postal ballot on any motion to be put to a special general meeting. In this event, the notice of the meeting shall include a statement of entitlement to vote and ballot papers shall be circulated with the notice of the meeting. The notice shall specify that ballot papers must be returned to the Secretary not later than 48 hours before the time of the meeting.
33. A member whose postal vote has been counted will not be permitted to vote in person at the meeting on the motion for which his/her postal vote has been cast.
34. A postal ballot may be conducted by electronic means in accordance with any guidance on electronic voting as may be issued by CILIP.

Group Committee

35. The affairs of the Group shall be governed by a committee comprising:
 - a) The elected officers of the Group
 - b) A number of members determined by a general meeting of the Group but not exceeding 12 and elected in accordance with the procedures set out in Appendix B.
 - c) The immediate past chair (if any)
36. The committee may co-opt up to four members, who shall hold office until the next following Annual General Meeting. Reasons for co-option should be recorded in committee minutes.

- 37.1 The committee may invite observers from those sub-Groups not represented on committee and up to four others to attend its meetings. Observers shall be appointed by the committee for not more than one year, after which their attendance shall be reviewed. Observers shall not be eligible to vote on the business of the Group committee. Any member of the Group may attend a meeting of the Group committee as a casual observer.
- 37.2 The CILIP staff liaison officer shall normally attend meetings of the Group committee as an additional observer and receive all relevant papers.
38. The CILIP Group Councillor elected in accordance with the CILIP Bye-laws shall be an ex-officio member of the Group committee and shall make a report to every meeting of the Group committee.
39. On the death, resignation or termination of office of an elected member, the Group committee may fill the vacant place for the remainder of the term.
40. A member absent without reason from three consecutive meetings of the committee may have his/her membership of the committee terminated by resolution of the Group committee. The office of a Group committee member shall also be terminated in accordance with the CILIP Bye-laws.

Proceedings of the Group Committee

41. Voting at meetings of the Group committee shall be by show of hands or by secret ballot as appropriate and, in the case of an equality of votes, the Chair may exercise a second or casting vote. Electronic meetings cannot incorporate voting until any guidance on electronic voting is issued by CILIP.
42. The committee shall meet not less than four times between each Annual General Meeting and at least two of these meetings shall not be conducted by electronic means. The Chair or Secretary shall convene a meeting whenever required to do so by one-third of the members of the committee and at other times at their discretion.

43. The quorum for meetings of the committee shall be six members of the committee including officers present in person or by electronic means for meetings conducted in that manner.
44. The committee may transact business by electronic means and any resolution shall be deemed to be the resolution of the committee and recorded as such in the minutes of the meeting. The committee will comply with any guidance on electronic meetings and voting as may be issued by CILIP.
45. The committee shall not have power to borrow or raise money, nor to purchase or lease any real property, nor to enter into any operating lease or any other financial commitment in excess of its annual capitation or reserves, whichever is the higher, without the prior approval of CILIP Council.

Officers

46. The elected officers of the Group shall be:
 - Chair
 - Vice Chair
 - Honorary Secretary
 - Honorary Treasurer
47. From amongst its members, the Group committee shall appoint the following posts:
 - Editor
 - One representative and deputy representative for each Sub-Group within the Group
 - One representative to each working party set up by the committee
48. From amongst its members, the Group committee may appoint the following posts:
 - Equal Opportunities Officer
 - ICT Development Officer
 - Events Co-ordinator
 - International Relations Officer
 - Membership & Marketing Officer
 - Learning Co-ordinator
 - Web Manager and/or EditorAnd such other posts as it thinks fit.

Election of Officers and Members of the Group Committee

49. The election of officers and other members of the Group committee shall be conducted in accordance with the regulations set out at Appendix B.
- 50.1 A retiring elected officer shall be eligible for re-election to the same post provided that an elected officer who has held elected office for five consecutive years will not be eligible for re-election to the same post until the annual election in the following year.
- 50.2 A retiring member of the Group committee shall be eligible for re-election provided that a member who has been a member of the Group committee for ten consecutive years will not be eligible for re-election until the annual election in the following year. Any period of office as an elected officer or ex-officio member of the Group committee will count towards the maximum continuous ten year period.

Sub-Groups

- 51.1 The Group committee may establish one or more sub-Groups to deal with matters within its sphere of interest and/or to facilitate provision of services to members on a geographic basis. The Group committee shall set the terms of reference for all sub-Groups and shall determine the boundaries of a geographic sub-Group, which shall not necessarily conform to those of any local government boundaries. From time to time the Group committee may amend these terms of reference following consultation with the existing sub-Group committee.
- 51.2 The Group committee may, at its discretion, dissolve a sub-Group in which case all monies standing to the credit of the sub-Group after all liabilities have been met shall be returned to the Honorary Treasurer of the Group. The Group shall, however, give at least twelve months notice of the intention to dissolve a sub-Group.
52. The affairs, procedures and governance of any sub-Group shall be regulated by the Group rules things being changed that have to be changed and by the Charter, Bye-laws and Regulations of CILIP. The Group committee may lay down provisions for the conduct of other areas of the business of sub-Groups as it sees fit.

53. The Group committee shall appoint a representative and deputy representative to each sub-Group committee to maintain liaison with the sub-Groups. The representative or deputy representative will normally attend sub-Group committee meetings. The Chair of the Group Committee shall be a member of each sub-Group ex officio.

Working Parties

- 54.1 The Group committee may establish working parties to deal with a specific task within the responsibilities of the Group and set their terms of reference. A working party shall not be appointed for a period in excess of 12 months, nor remain in existence for more than 12 months without review by the Group committee and shall report back to the Group committee.
- 54.2 The Group committee shall appoint a representative to each working party to maintain liaison. The Chair of the Group Committee shall be a member of each working party ex officio.

Accounts

- 55 The Honorary Treasurer of the Group shall be responsible for the receipt of all moneys due to the Group and shall make such payments as the Group committee shall direct and shall maintain accounts of all receipts, payments, assets and liabilities of the Group. In discharging his/her duties, the Honorary Treasurer shall adhere to the requirements of the Bye-laws of CILIP and shall abide by such guidance as CILIP issues with regard to the keeping of accounts.
56. The annual accounts shall be prepared on a calendar year basis. Two independent examiners shall inspect the annual accounts of the Group and, if thought fit, shall sign a certificate in the form specified by CILIP.
57. The independent examiners shall be appointed at the annual general meeting of the Group. They shall not be members of the Group committee and need not be members of the Group.

Secretary

58. The Secretary of the Group shall maintain a record of all proceedings and shall be responsible for preparing reports, issuing notices, conducting correspondence, giving notices of impending elections, circulating ballot papers in accordance with the election regulations in Appendix B and the safekeeping of ballot papers. The Secretary shall forward to the Secretary of CILIP any reports and records required under the Byelaws of CILIP and shall submit regularly to CILIP copies of the minutes of the Group committee meetings and general meetings of the Group.

Notices

- 59.1 All notices required by these Rules may be given:
- a) In person; or
 - b) By an announcement in either *CILIP Update/Gazette* or in the Group newsletter; or
 - c) By an announcement on CILIP's or the Group's website; or
 - d) By electronic communication; or
 - e) By postal communication.
- 59.2 In the case of postal communication, a notice shall have been deemed to have been served on the member on the third day after the day it is posted if sent by first class post and on the fifth day after posting if sent by second class post.
60. The accidental omission to give notice to or the non-receipt of notice by any member of the Group shall not invalidate any resolution passed nor the proceedings at any meeting.

Transitional Provisions

- 61.1 Any term of office undertaken before the formal introduction of these Rules on 1st April 2004 shall not count towards the maximum terms of office set in these Rules.
- 61.2 At the first meeting of the Group committee after 1st April 2004, the elected members of the committee shall draw lots to determine which members are to retire after one year's, two years' and three years' service. Members so retiring will be eligible to stand for re-election.

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RULES for the UK Electronic Information GROUP

Appendix A

Rules of Procedure for General and Committee Meetings of the Group

Chair

1. In the absence of the Chair of the Group Committee, the Vice Chair or Honorary Treasurer shall take the chair. In the absence of both these officers, the meeting shall elect a chair from amongst the members present (excluding associated members).

Discipline

2. The Chair shall call a member to order for irrelevance, repetition, unbecoming language, imputations of motives or any breach of order, and may direct such member if speaking to discontinue. The Chair may also direct such member to withdraw from the meeting. The ruling of the Chair on points of order, matters arising in debate or the admissibility of a personal explanation shall be final, and shall not be open to discussion.

Moving of Motions

- 3.1 No motion shall be considered or voted upon unless it has been duly moved and seconded. A motion from the Chair shall require no seconder.
- 3.2 The Chair or any member present may ask for any motion to be submitted in writing before it is put to the vote.
- 3.3 Members may seek further information or clarification on any matter under discussion during a meeting but must advise the Honorary Secretary, where possible in advance of the meeting, so that such information can be available.

Withdrawal of Motions

4. A motion may be withdrawn by the mover with the concurrence of the seconder. A member submitting a report may, with the

consent of the meeting, withdraw a paragraph or recommendation contained in the report.

Absence of Mover

5. Business under any motion on the agenda paper shall not be proceeded with in the absence of the member in whose name it stands unless he/she has given authority in writing of his/her consent that it should be taken up by some other member.

Notices of Motion

6. The only motions which will be considered at general meetings are those of which due notice has been given in accordance with the Group Rules.

Procedural Motions

7. During debate on motions the following procedural motions only shall be admitted:
 - i) To amend the motion
 - ii) That consideration of the question be postponed
 - iii) That the meeting does proceed to the next business
 - iv) That the question be now put
 - v) That the meeting does now adjourn

THE CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS

GROUP RULES

Appendix B

Regulations for the Conduct of Group Elections

1. Elections for the elected officers and members of the Group committee shall take place in the two months preceding the expiry of the existing members' term of office.
2. Subject to CILIP Regulations 12 and 13 concerning payment of subscriptions, all members of the Group are entitled to vote in the elections and to be nominated for election.
3. Notice of annual elections and an invitation to submit nominations shall be published in either *CILIP Update/Gazette* or in the *Group newsletter* at least 14 days before the closing date for nominations. A similar notice shall appear in any bulletin, newsletter, e-lists or circular distributed to all members of the Group at the appropriate time and on the Group's website.
4. Subject to the provisions of paragraph 8 of these Rules, nominations of members of the Group for election as officers or as members of the Group Committee shall be made in writing, signed by two members of the Group entitled to vote and counter-signed by the candidate to indicate consent. Nominations must reach the Honorary Secretary not later than 31st January immediately preceding the period for which the election is held. No candidate shall be nominated for more than one category of office and shall specify on the nomination paper the category for which he/she proposes to stand.
5. Election shall be by postal ballot of all members of the Group who are entitled to vote.
6. Ballot papers, together with a brief curriculum vitae supplied by the candidate, shall be circulated to all eligible members of the Group within 14 days of the close of nominations.
7. Two scrutineers shall be appointed by the Committee before each election for the purpose of supervision of the conduct of the election and to record the voting. Such scrutineers shall not be members of

the Committee nor candidates for election, and need not be members of the Group. The votes shall be counted during the second week in March.

8. The officers of the Group Committee shall take office from 1st April following the election for a period of one year.
9. The members of the Group Committee (other than the elected officers) shall take office from 1st April following the election for a period of three years.
10. The names of the members elected to the Group Committee shall be sent immediately after each election to the Secretary of CILIP together with a copy of the report of the scrutineers.
11. The names of the members elected to the Group Committee shall be notified to the members of the Group as soon as practicable after each election, by means of the Group newsletter, website or otherwise.
12. The Scrutineers shall report to the Annual General Meeting on the last election and the results thereof.

1st April 2004