

07/06/05



Health Sciences Libraries Group

Library Association of Ireland

POLICIES AND PROCEDURES

Health Sciences Libraries Group – Policies and Procedures

1. Name of the Group

- 1.1 The name of this group shall be the Health Sciences Libraries Group, a special interest group of the Library Association of Ireland.
- 1.2 No amendment to these rules and procedures shall be adopted unless it has been approved by two-thirds of the members voting in person or by postal ballot.
- 1.3 Any action taken by the group must have regard to public statements made by the LAI.

2. Mission Statement

2.1 The Health Sciences Libraries Group is committed to empowering all our members to excellence in the fields of information management and by doing so advancing health for all.

3. Strategic Goals

The strategic goals of the group are:

- Develop links and strategic partnerships with relevant external professional bodies, both within Ireland and internationally.
- Work with all relevant individuals and bodies to actively influence national policy in all matters relating to information, knowledge and libraries, particularly with regard to the Health Service reform programme.
- Actively seek opportunities to promote the role and work of Health Science Librarians.
- Examine ways of increasing and maximising membership involvement within the group.
- Review and implement measures to improve communication and networking within the Health Sciences sector, through the continued planned development of the HSLG web site and evolution of our annual conference.
- Develop our relationship with our parent organisation the Library Association of Ireland.

- Develop the Continuing Professional Development Programme.

4. Membership

4.1 Membership shall be open to members of the Library Association of Ireland interested in the goals and objectives of the group.

4.2 Members are entitled to vote, receive any publications of the group, attend the AGM, serve on the committee, have access to the web site and the HSLG Discussion List.

4.3 Members may also have access to any other benefits which are established e.g. training

5. Committee

5.1 The number of places on the committee shall not exceed twenty.

5.2 The committee shall be the legislative body for the group. It shall determine all policies and its decision shall be binding on the group.

5.3 Any decision can be overturned by a three-quarters vote at an AGM or Special General Meeting which at least 25% of members attend. (See para. 7.2)

5.4 The committee is to meet a minimum of six times per year

5.5 The secretary is to give no less than 10 days written notice of the date, location and time of meetings.

5.6 Apologies must be forwarded to the group secretary before the day of the meeting.

5.7 Special meetings may be called as required by a quorum of the committee provided that 14 days written notice is given. A quorum is 5 people.

5.8 A committee member who is absent for 3 committee meetings in a 12 month period may have his/her membership of the committee terminated by resolution of the committee.

5.9 Voting at committee meetings shall be by show of hands. The chair will have a casting vote in the event of a tie.

6. Management

6.1 The management of the group is by committee supported by working groups.

6.2 The election of officers and members of the committee is to be carried out in accordance with the rules set out in para. 8.0.

6.3 The committee shall have the power to establish working groups to deal with specific areas of responsibility.

6.4 The committee shall set the terms of reference for all working groups, to be reviewed every 12 months.

6.5 Membership of working groups will be re-confirmed every twelve months.

6.6 The committee shall have the power to disband working groups.

6.7 The chair of each working group shall be a member of the HSLG committee.

6.8 All working group meetings shall be minuted and a copy of the minutes forwarded to the HSLG chairperson and secretary.

7. Meetings

7.1 In the absence of the chair the vice chair shall take the chair. In the absence of both these officers a chair shall be elected from the members present.

7.2 All meetings involving the entire group membership other than the AGM shall be called Special General Meetings. The Committee shall convene a Special General Meeting on the written request of 25 members of the group stating the reason for the meeting. This meeting shall be held normally not later than 8 weeks after receipt of the requisition.

No business can be transacted at a Special General Meeting unless a quorum is present. A quorum is 25% of membership.

If within half an hour from the time appointed for holding the meeting a quorum is not present it shall stand adjourned to a date and time determined by the chair of the meeting. If the following meeting is also non-quorate, the written requisition will be considered to be null and void.

7.3 The AGM shall be held each year at a place and time determined by the committee. Notice of AGM to be given to all members not less than 21 days before the meeting giving the date place and time of the meeting. A statement shall appear on the notice that, if a member wishes to put a motion to the meeting, notice of that motion shall be made in writing, signed

by the member and seconded by another member, and shall be sent to the group secretary not less than 7 days clear of the meeting

The ordinary business of the AGM shall be to:

- a) Receive and consider the annual report of the committee which shall include reports from any working groups.
- b) Receive and consider the Group Accounts.
- c) Receive the result of the election of officers to the group committee.
- d) Elect members of the committee.

8. Elections and Voting Procedures

8.1 The normal term of office for HSLG members elected to the committee will be two years

8.2 The secretary will request three independent volunteers from the group to act as election officials, one of these to take on the role of "Lead Election Official". The election officials will be re-selected every three years. The election officials will not be eligible to stand for election to the committee.

8.3 Each year, six weeks before the AGM the Lead Election Official will issue an invitation for nominations from the group for the next committee. New nominees and existing committee members who have completed their two-year term and are seeking re-election need to be proposed and seconded. Nominees, proposers and seconders must be fully paid up members of the LAI. A deadline will be set for nominations to be received, this will normally be 21 days before the AGM. All nominations duly proposed and seconded must be received in writing by the Lead Election Official before the expiration of the deadline. Those received after the deadline will be declared invalid.

8.4 If the number of nominations does not exceed the number of available committee spaces those whose names have gone forward shall be declared elected at the AGM.

8.5 If the number of nominations exceeds the number of committee places available a secret ballot will be held.

8.6 In the event of a secret ballot being held ballot papers will be distributed to members by the election officials no less than 14 days before the AGM.

8.7 It is the responsibility of each member to ensure that their ballot paper is returned to the lead election official before the AGM.

8.8 The outcome of the ballot to be announced at the end of the AGM by the Lead Election Official. The results will be made available as a simple listing of who has been elected, the order of the list to be determined simply by the

07/06/05

number of votes received. The results of the ballot will be passed to the group secretary to be filed with the minutes. The number of votes received will not be announced but will be made available on receipt of a written application to the group secretary.

8.9 Committee Officers, namely Chairperson, Vice Chairperson, Secretary, Treasurer, Communications Officer, Events Officer, Cochrane Library Liaison Officer and International Liaison Officer are to be agreed at the first meeting of the newly elected committee. Voting will be by show of hands.

8.10 A retiring officer shall be eligible for re-election to the same post provided that he/she has not serviced in the same post for more than 4 consecutive years.

9. Finances

9.1 The treasurer of the group shall be responsible for the receipt of all monies due to the group and shall make such payments as the committee shall direct and shall maintain accounts of all receipts, payments, assets and liabilities of the group.

9.2 The annual accounts shall be presented at the AGM and voted as accepted at the AGM.

9.3 The accounts for the group shall be audited at regular intervals.