

## **REGULATIONS GOVERNING APPOINTMENTS TO THE EXECUTIVE BOARD OF LIBER IN LINE WITH LIBER'S RULES AND REGULATIONS (LATEST ISSUE, JANUARY 2010)**

### **LIBER EXECUTIVE BOARD**

The composition of the LIBER Executive Board and the methods of appointment to the Board are set out in the Rules and Regulations of LIBER. The following arrangements govern the procedures for appointments to the LIBER Executive Board.

#### **1. CALL FOR NOMINATIONS**

1.1. A Call for Nominations for vacancies on the LIBER Executive Board shall be sent to LIBER Participants (i.e. LIBER Libraries) in the February mailing not later than the last day of February of the year of the appointment. The Call for Nominations is repeated in the May mailing to LIBER Participants.

1.2. Nominations for appointment shall be completed on the Nomination Form which is provided in the February and May mailings. Each Nomination shall be supported by a Proposer who shall be a LIBER Participant.

1.3. Nominated candidates must be from current LIBER Libraries. Candidates may be proposed by the nominee's home library or by another LIBER Library. The consent of the candidate should be obtained by the Proposer in all cases before a nomination is submitted. It is also open to a candidate from a current LIBER Participant to nominate him/herself with the support of a Proposer.

1.4. Completed Nomination Forms shall be returned in writing to the Secretary-General not later than two calendar weeks before the opening of the Meeting of Participants.

1.5. Nominations with supporting candidate statements will be mounted on the LIBER website with effect from 1 March of the year of appointment.

1.6. In the event that more than one completed Nomination Form in support of a candidate is received, the first Nomination Form signed by a Proposer received will be placed on the LIBER website. The names but not the Nomination Forms of other Proposers submitting Nomination Forms for the same candidate will be listed in the order in which they are received.

1.7. LIBER Libraries may, if they wish, address questions directly to candidates as listed on the website in advance of the Meeting of Participants.

#### **2. VOTING RIGHTS**

2.1. In line with Art.4.1. of LIBER's Rules and Regulations, Participants in the Institution and Organisation categories, having paid their annual contribution to LIBER, are entitled to vote at the annual Meeting of Participants.

2.2. Each Participant shall be represented in the Meeting of Participants by one named delegate who shall carry the voting rights for that Institution or Organisation.

2.3. A Participant not able to send a personal representative to be present at the Meeting of Participants may delegate its right to vote to another Participant acting as proxy or to the Chairman acting as proxy. Any Participant intending to delegate its vote shall notify the Secretary-General not less than 24 hours before the Meeting of Participants of its intention to delegate its vote and shall

name the proxy in writing to the Secretary-General on the Proxy Voting Form that is circulated with the May mailing.

### **3. CONDUCT OF APPOINTMENTS**

3.1. The Meeting of Participants shall be formally opened by the President of LIBER on the first day of the LIBER Annual Conference. The names of candidates for appointment to the vacancies on the LIBER Executive Board shall be announced by the Secretary-General. The candidates shall also present themselves to the Meeting of Participants.

3.2. In the event that there is more than one candidate for a vacancy, it shall be announced that there shall be a vote by closed ballot. The Meeting of Participants shall also appoint three persons to act as tellers for the closed ballot. The arrangements for the closed ballot shall also be explained.

3.3. Where a closed ballot is required, a numbered Voting Paper shall be prepared after the closing date for receipt of nominations listing the names of the candidates for each of the vacancies. The Voting Paper shall be numbered for security purposes but the numbers shall not be linked in any way to the list of those voting.

3.4. A numbered Voting Paper shall be issued to each Participant entitled to vote at the Conference Registration Desk on arrival at the Annual Conference. The names of Participants entitled to vote, and the name of the Participant's named representative where there is more than one, shall be checked against the list of Participants entitled to vote.

3.5. A Participant who is not able to attend the Meeting of Participants may acquire a proxy vote through the established procedures and may by this means appoint another nominated Participant to vote (see para.2.3 *supra*). The nominated Participant shall receive a Proxy Voting Paper.

3.6. Completed Voting Papers shall be returned by Participants and placed in the secure ballot box held at the Conference Registration Desk at the latest by 9am on the morning of the Meeting of Participants.

### **4. BALLOT COUNT**

4.1. The ballot count shall take place on the morning of the Meeting of Participants.

4.2. The ballot count shall be supervised by three tellers appointed by the Meeting of Participants (see para.3.2 *supra*).

4.3. When the count has been completed, the results giving the names of the candidates for each vacancy and the numbers of votes cast for each candidate shall be given to the Secretary-General by the appointed counting officers on the ballot count results sheet.

4.4. In the event of a tied vote for a vacancy, a second closed ballot shall take place. A Voting Paper with the names of the candidates in the tied vote shall be prepared and issued to Participants on arrival at the Meeting of Participants. The names of Participants entitled to vote and the name of the Participant's named representative shall be checked against the list of Participants entitled to vote.

4.5. Completed Voting Papers shall be collected at the start of the Meeting of Participants, and the ballot count shall be carried out under the procedures set out in Section 4.

### **5. MEETING OF PARTICIPANTS**

5.1. The Secretary-General shall announce the candidates for appointment at the beginning of the Meeting of Participants.

5.2. The appointments shall be dealt with under the item relating to Appointments on the Agenda for the Meeting of Participants. The Secretary-General shall read out the names of the candidates and their proposers.

5.3. If the number of candidates equals the number of vacancies, the Meeting of Participants shall appoint each candidate nominated to each of the vacancies to be filled by the Meeting of Participants. The Participants shall use the Voting Card issued to each Participant entitled to vote.

5.4. If a closed ballot has been required because there is more than one candidate for one or more of the vacancies to be filled by the Meeting of Participants, the results of the closed ballot held earlier that day shall be announced by the Secretary-General and the names of the candidates appointed to each of the vacancies shall be given. If a second ballot has been required, the results of the second ballot shall also be announced by the Secretary-General.

## **6. ANNOUNCEMENT OF APPOINTMENTS**

6.1. Following the Meeting of Participants, the appointments to the Board made at the Meeting of Participants will be announced on the LIBER website and will be circulated to LIBER Libraries in the August mailing.

6.2. In line with the LIBER Statutes, any appointments to the LIBER Executive Board made by the Board at its meeting following the Meeting of Participants will also be announced on the LIBER website and will be circulated to LIBER Libraries in the August mailing.

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