



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

LIBER RULES AND REGULATIONS

The latest version of the LIBER Rules and Regulations (2015) is appended for information. It includes minor amendments to the Rules and Regulations, as approved by the LIBER Executive Board at its meeting in February 2015, and as circulated to LIBER Participants in the May 2015 Mailing. They are as specified below:

Art. 10.2.1: new clause to cover the procedures for appointing a Co-Chair to a Steering Committee as and when required.

Art. 10.7.1 and 10.7.2: new clauses to cover the procedures for appointing the Chair and the Managing Editor for *LIBER Quarterly*, and the arrangements for oversight of the journal.

The latest version of the LIBER Rules and Regulations (2015) can also be found on the LIBER website at the following link:

<http://libereurope.eu/wp-content/uploads/2015/07/LIBER-RulesandRegulations-July-2015.pdf>.

Ann Matheson
Secretary-General

November 2015

LIBER FOUNDATION (*LIBER STICHTING*) RULES AND REGULATIONS

Approved by the Executive Board of the LIBER Foundation/*LIBER Stichting* at its meeting on 27 January 2009 in Aarhus State and University Library, Denmark, with subsequent adjustments *per capsulam* (Latest issue: July 2015).

Article 1 – The LIBER Association and the LIBER Foundation (*Stichting LIBER*)

1.1 In 1971 the Ligue des Bibliothèques Européennes de Recherche/Association of European Research Libraries was established in accordance with the Swiss Civil Code (Art.60 *et seq.*). It had, primarily, its seat at the domicile of its President and, subsequently, of its Secretariat. LIBER was a non-governmental association of the research libraries of Europe, formed under the auspices of the Council of Europe and having the status of a consultative body with that Council. The LIBER Association was dissolved at the LIBER Annual General Assembly in Toulouse on 3 July 2009.

1.2 On 12 January 2009, the LIBER Foundation (*Stichting LIBER*) was created in accordance with the Netherlands Civil Code (Art. 2:285 *et seq.*). It has its seat in The Hague.

The purpose of the LIBER Foundation is to continue the aim and mission of the former LIBER Association.

Article 2 – Participants

2.1 The Participants of LIBER play a decisive role in appointing its Executive Board and, through continuous communication and the Meeting of Participants, an important part in the policy-making of LIBER.

2.2 LIBER has the following categories of Participants:

2.2.1 *Institutional* – Research libraries in Europe, defined as National libraries, University libraries, Libraries of institutions conducting teaching or research at a post-graduate level, Public libraries with major research collections, and National archives.

2.2.2 *Organisational* – Library organisations in Europe consisting of national libraries and/or the libraries of institutions of higher education granting awards up to and including PhD level. In countries where no organisation of research libraries exists, participation in the Organisation category can be obtained by a more general library organisation, working for professional purposes.

2.2.3 *Associate* – Companies or consortia supplying services to research libraries and non-European library organisations.

2.2.4 *Individual* – Professional librarians who work or have worked in research libraries. The Executive Board can grant Honorary status to individuals with the approval of the Meeting of Participants.

Article 3 – Obligations of Participants

3.1 Participants are obliged to pay the LIBER Foundation an annual contribution, fixed by the Meeting of Participants. The announcement of an intention to vary the

annual contribution shall be sent to Participants not later than the last day of February preceding the annual Meeting of Participants.

Article 4 – Rights of Participants

4.1 Participants in the Institution and Organisation categories, having paid their annual contribution to LIBER, are entitled to vote at the annual Meeting of Participants and to nominate candidates for appointment. Staff from Participant Libraries are eligible for appointment to the Executive Board.

4.2 The Participant shall be represented in the Meeting of Participants by one named delegate who shall carry the voting rights for that institution or organisation. Any other delegates present at the Meeting shall have observer status and the right to speak at the Meeting.

4.3 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. It shall notify the Secretary-General not less than 24 hours before the Meeting of its intention to delegate its vote and shall name the proxy in writing to the Secretary-General.

4.4 Participants in all categories are entitled to receive all communications sent by the Office, and such LIBER publications free of extra charge as the Executive Board shall from time to time approve.

Article 5 – Termination of Participantship

5.1 Participantship shall be terminated:

(a) on resignation which shall be tendered for the end of a calendar year subject to six months' notice and payment of all moneys owing to the Foundation;

(b) on termination by the Executive Board if a Participant, despite formal notice, has not fulfilled its obligation for over two years.

Article 6 – Meeting of Participants

6.1 The Secretary-General shall ensure that announcements relating to the conduct of the business of the Meeting of Participants shall be sent to Participants according to the following rules:

6.2 Announcements of the Meeting of Participants shall be distributed to Participants at least one month before the date of the meeting.

6.3 Announcements calling for nominations to the Executive Board shall be sent to Participants not later than the last day of February of the year of the appointment. Nominations for appointment shall be returned in writing to the Secretary-General not later than two weeks before the opening of the Meeting of Participants.

6.4 The Secretary-General shall announce the candidates for appointment at the beginning of the Meeting of Participants. In case there are more candidates than positions to be filled, the voting shall take place by closed ballot. In the event of a tie in the voting, the candidates who have received an equal number of votes in the first round shall be subject to a second round.

Article 7 – Administration and Operation

7.1 LIBER shall organise its work through the Executive Board, its Steering Committees and Working Groups, and the LIBER Office, headed by the Executive

Director. Matters of organisation and policy shall be communicated with the Participants and discussed at the Meeting of Participants.

Article 8 – The Executive Board

8.1 The term of office of a Board member shall start immediately upon appointment.

8.2 The Board may co-opt to its number to fill provisionally any casual vacancies which may occur between Meetings of Participants up to the next Meeting.

8.3 The Board may name up to two persons to act as Advisers to the Board. Such Advisers shall have observer status.

8.4 The Board shall be chaired by the President, or in the absence of the President, by the Vice-President.

8.5 The Board shall establish its own procedures for meetings, including meetings by way of telecommunication or electronic media, and can delegate particular responsibilities to one or more of its members or to the Executive Director or to the Executive Director in conjunction with one or more Board members.

8.6 At least seven members of the Board, one of whom must be the President or the Vice-President, shall constitute a quorum.

8.7 Minutes shall be kept of all Board meetings.

8.8 The Board shall, within its numbers, establish a Finance Committee to control and oversee the finances of the Foundation and prepare financial decisions of the Board.

8.9 The Board shall decide and supervise the publications policy of LIBER.

Article 9 – The Executive Director and the LIBER Office

9.1. The LIBER Office shall be situated in The Hague, and shall be the place of work of staff employed by LIBER.

9.2. The Board shall appoint an Executive Director to manage the professional activities of LIBER. The Executive Director shall report to the President of LIBER. The job responsibilities and conditions of appointment of the Executive Director are set out in separate documents.

Article 10 – Steering Committees and other designated Groups of LIBER

10.1 To further the interests of LIBER and its Participants a structure of Committees and Groups will be formed under the guidance of the Executive Board and the Office.

10.2 The Executive Board shall establish such Steering Committees as will concentrate on the key areas in modern library development and in accordance with the general aims and strategies of LIBER.

10.2.1 A Steering Committee shall be chaired by a member of the Executive Board. The Chair is appointed by the Board. A Co-Chair may be appointed if deemed necessary. The Co-Chair shall be appointed by the Board. The Chair shall report on the activities of the Committee to the Board at its meetings, and inform the Participants via the website and at the Annual Conference and at the Meeting of Participants.

10.2.2 A Steering Committee shall, within its scope, take an active part in the policy-making of LIBER and give support to the Conference Programme Committee (Art. 10.4, *infra*) in organising the Annual Conference.

10.2.3 A Steering Committee shall appoint a Secretary from among its number.

10.2.4 A Steering Committee shall be convened by its Chair during the Annual Conference, and on at least one other occasion during the year. Such meetings may also take place by way of telecommunication or electronic media.

10.2.5 Committee members shall serve for a period of two years and shall be eligible for re-appointment.

10.2.6 The remit and annual budget of a Steering Committee shall be decided by the Board.

10.3 The Executive Board shall establish as sub-groups of Steering Committees such Working Groups as are required to focus on special interests and specific tasks within the remit of the Steering Committee.

10.3.1 A Steering Committee can establish as sub-groups of a Working Group one or several Expert Groups.

10.3.2 The Chair of a Working Group shall be appointed by the Board. Chairs of Working Groups shall be members of the Steering Committee.

10.3.3 The Chair of a Working Group shall report on the activities of the Group to the Steering Committee and through the Steering Committee to the Board. The Chair of an Expert Group shall report to the Working Group.

10.4 The Executive Board shall establish at any time such Fora as are necessary to further the work of LIBER.

10.4.1 The Chair of a Forum shall be appointed by the Board but shall not require to be a member of the Executive Board.

10.4.2 The Chair of a Forum shall report on the activities of the Forum to the Executive Board through the Executive Director, and inform the Participants via the website and at the Annual Conference and at the Meeting of Participants.

10.5 The Executive Board shall, within its numbers, establish a Finance Committee to oversee the finances of LIBER.

10.5.1 The Finance Committee shall be chaired by the Treasurer of LIBER, and shall comprise the Vice-President of LIBER, the Secretary-General, the Executive Director and one other Board member.

10.6 The Executive Board shall establish a Conference Programme Committee responsible for the Annual Conference.

10.6.1 The Conference Programme Committee shall be chaired by the Vice-President of LIBER and consist of no fewer than one other member of the Board, the Executive Director and a representative of the Participant hosting the Annual Conference.

10.7 The Executive Board shall establish a Steering Committee or Communications and Marketing Committee responsible for the promotion of LIBER. The Committee shall oversee *LIBER Quarterly*, the LIBER website and other modes of communication. The Committee shall be chaired by a member of the Board.

10.7.1 The Chair of the *LIBER Quarterly* Editorial Board and the *LIBER Quarterly* Managing Editor shall be appointed by the Board but shall not be required to be members of the Executive Board.

10.7.2 The Chair and the Managing Editor shall report on *LIBER Quarterly* through the Steering Committee or Committee to the Board, and shall inform the Participants via the website and at the Meeting of Participants.

10.8 The Executive Board may establish such Task Forces and *ad hoc* committees as are required to further the work of LIBER. They shall report to the Executive Director. The remit and composition of such groups shall be decided by the Board.

¹ Second sentence inserted in Art. 3.1. by approval of the LIBER Executive Board at its meeting on 22 October 2009 in The Hague, The Netherlands.

² The text of Art. 10.3.1, Art. 10.3.2 and Art.10.3.3 was substituted and Art 10.3.4 was deleted by approval of the LIBER Executive Board at its meeting on 21 and 22 January 2010 in Barcelona.

³ The term 'LIBER Office' was substituted for 'LIBER Secretariat' by notification to LIBER Participants in the May 2012 LIBER Mailing, and by approval of the LIBER Executive Board at its meeting on 29 June 2012 in Tartu.

⁴ The introduction of Fora into LIBER's organisational structure at new paragraph 10.4 *et seq.*, and the substitution of the term Chair for Chairman, were approved by the LIBER Executive Board at its meeting on 20 February 2014 in London, and notified to LIBER Participants in the May 2014 mailing, in advance of the Meeting of Participants on 1 July 2014.

⁵ The introduction of a clause to Art.10.2.1 to cover the procedures for appointing a Co-Chair to a Steering Committee as and when required; and clauses to Art. 10.7.1 and 10.7.2 to cover the procedures for appointing the Chair and the Managing Editor for *LIBER Quarterly*, and the arrangements for oversight of the journal, were approved by the LIBER Executive Board at its meeting on 20 February 2015 in Helsinki, and notified to LIBER Participants in the May 2015 LIBER Mailing, in advance of the Meeting of Participants on 25 June 2015.