



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: June 2021).

Rule 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.

Rule 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 countries which are Members of the Council of Europe, defined as national libraries, university libraries, libraries of institutions conducting teaching or research at a postgraduate level, public libraries with major research collections, and national archives.

2.2.2 *Organisational* – Library organisations in countries which are Members of the Council of 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 Organisational 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 The Executive Board can grant Honorary membership status to individuals with the approval of the Meeting of Participants. Honorary membership is awarded to recognise

exceptional merit on behalf of LIBER, or an exceptional contribution to LIBER, by individuals who have retired from or who are not working in LIBER Participant libraries.

Rule 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.

Rule 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, or to the Meeting Chair acting as proxy. It shall notify the Secretary-General 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.

Rule 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 three months' notice and payment of all monies 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.

Rule 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.

Rule 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.

Rule 8 – The Executive Board

8.1 The Vice-President is appointed for two years, after which term the Vice-President becomes President, also for two years (from summer 2026).

8.2 Any member of the Board, or Participant representative, may stand for appointment as Vice-President.

8.3 If the Vice-President is appointed from within the final (third) term of office of a Board member, they will be granted one further two-year term in order to serve as Vice-President, and then a two-year term as President.

8.4 After serving their two-year term of office, the President must leave the Executive Board.

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

8.6 The Board may appoint up to three members. This number may be extended if the Meeting of Participants has not appointed seven other Members (see Article 5.2). Board appointments must have their reappointments ratified at the next Meeting of Participants, but they continue to be counted among the permitted number of Board appointments for the duration of their service on the Board.

8.7 Board appointments may be made outwith the normal electoral cycle in the event of a sudden vacancy. In that event, their first tenure is deemed to have commenced at the previous Meeting of Participants. The filling of sudden vacancies is not essential, however, provided that the Board has at least its minimum number of members (nine).

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

8.9 The Board shall appoint a Secretary-General and a Treasurer either from within its current membership, or by appointment to the Board from within the Participant community. The Secretary-General serves for three two-year terms, which may be extended by two-year increments if the Board wishes to extend it, and the incumbent is willing. The Treasurer serves for a maximum of three two-year terms. If the appointment of Secretary-General or Treasurer requires to be made outwith the normal electoral cycle (ie not at the Meeting of Participants), the appointee immediately commences the first of their terms of office, back-dated to the previous Meeting of Participants.

8.10 If appointment of Secretary-General or Treasurer from within the Board is not selected by the LIBER Executive Board, the Board has three options for making an external appointment:

(a) to approach an external candidate who agrees to be appointed subject to ratification by the Meeting of Participants;

(b) to draw up a shortlist of external candidates, and make an appointment via a selection process agreed by the Board, with the appointment subject to ratification by the Meeting of Participants;

(c) to request applications from the LIBER Participant community alongside any other Board appointments, via the Call for Nominations.

8.11 If either the Secretary-General or Treasurer wish to demit office during their term, they may be reappointed by the Meeting of Participants as an ordinary Board member in order to serve the maximum six-year term.

8.12 If appointed from outside the Board, the Secretary-General and/or Treasurer count as one or two of the permitted Board appointments, for the duration of their time in these Offices.

8.13 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.

8.14 The Board shall meet normally three times per year: during the Annual Conference; in mid-October; and in mid-February. The mid-February meeting will normally be held in the venue which will host the Annual Conference in the summer of the following year, in order to allow Board members to visit the conference setting and facilities in advance, and to facilitate the signing of the Conference Memorandum of Understanding. The mid-October meeting will normally be hosted by a member of the Board.

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

8.16 In order to ensure a healthy turnover of Board members and Officers over time, no former member of the Board may seek reappointment for a period of four years after leaving the Board. Any former member of the Board who is reappointed may serve no more than two consecutive two-year terms, and may not be appointed to the Officer roles of Vice-President, President or Treasurer. A former Board member may become Secretary-General, however, at any point after leaving the Board, since the Secretary-General oversees organisational continuity, and therefore previous Board experience is valuable.

8.17 Minutes shall be kept of all Board meetings.

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

Rule 9 – The Executive Director and the LIBER Office

9.1. The LIBER Office shall be situated in The Hague, and shall be the physical place of work of staff employed by LIBER. LIBER Office staff may work remotely from the LIBER Office at times as required, by agreement with the Executive Director.

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.

Rule 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 is maintained 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 policymaking of LIBER and give support to the Conference Programme Committee (Rule 10.6, *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.

10.2.7 As and when required for the furtherance of its professional programme, a Steering Committee may appoint up to two Expert Advisers. The Steering Committee Chair will encourage such Expert Advisers to join LIBER but, exceptionally, where this is not possible, Expert Advisers may be non-LIBER Participants. All Expert Advisers must be approved by the Executive Board. Expert Advisers shall serve for a period of two years and shall be eligible for re-appointment if required.

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. A Co-Chair may be appointed if deemed necessary. The Co-Chair 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.

10.3.4 As and when required for the furtherance of its professional programme, and with the agreement of the Steering Committee Chair, a Working Group may appoint up to two Expert Advisers. The Working Group Chair will encourage such Expert Advisers to join LIBER but, exceptionally, where this is not possible, Expert Advisers may be non-LIBER Participants. All Expert Advisers must be approved by the Executive Board. Expert Advisers shall serve for a period of two years and shall be eligible for re-appointment if required.

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 and prepare financial decisions of the Board.

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 have overall responsibility for LIBER Quarterly.

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

10.7.2 The Chair and the Managing Editor shall report on LIBER Quarterly 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 et seq. Articles renamed as Rules throughout **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

2 Rules 2.2.1 and 2.2.2 updated to refer to membership of the Council of Europe **(to be approved by the Meeting of Participants, 24 June 2021 online)**. Rule 2.2.4 listing Individual Participants as a category of membership was deleted **(to be approved by the Meeting of Participants, 24 June 2021 online)**. Honorary individual membership was retained. Criteria for the award of Honorary membership were added **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

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

4 Rule 4.3 reference to proxy votes being received not less than 24 hours before the Meeting of Participants removed **(to be approved by the Meeting of Participants, 24 June 2021 online)**. The inclusion in Rule 4.3 of the reference to the possibility of the Meeting of Participants' Chair acting as proxy for Participants **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

5 The Executive Board reduced the notice period for membership cancellation by Participants to three months (instead of six months as previously required in Rule. 5.1 a) at its meeting in Dublin on 28 June 2019.

6 Rule 7.1 et seq. 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.

7 Rules 8.1-8.4, 8.6-8.7, 8.9-8.12 and 8.16, relating to methods of appointment and tenure of Board members, **(to be approved by the Meeting of Participants, 24 June 2021 online)**. Rule 8.1 covering the length of term of Office of the Vice-President and President becomes effective from the date of the Meeting of Participants in 2026.

8 Previous Rule 8.2, which permitted the Board to co-opt to fill casual vacancies between Meetings of Participants, was deleted **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

9 A clause was added to previous Rule 8.3 to allow for the appointment of an additional (third) Adviser to the Board should the Executive Board determine that exceptional circumstances deem it necessary. The amendment was approved by the LIBER Executive Board at its meeting on 16 and 17 February 2017 in Lille, and notified to LIBER Participants in the March 2017 LIBER Mailing. Expert Advisers to the Board (previous Rule 8.3) were removed **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

10 Rule 8.14, detailing the normal Executive Board meeting pattern and means of choosing meeting venues **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

11 Rule 9.1 was extended to accommodate reference to remote working by LIBER Office staff **(to be approved by the Meeting of Participants, 24 June 2021 online)**.

12 The introduction of a clause to Rule 10.2.1 to cover the procedures for appointing a Co-Chair to a Steering Committee as and when required; and clauses to Rule 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.

13 Rule 10.2.7 and Rule 10.3.4 were introduced to cover the procedures for appointing Expert Advisers to Steering Committees and Working Groups, and were approved by the LIBER Executive Board at its meeting on 19 October 2016 in Stockholm, and notified to LIBER Participants in the November 2016 LIBER Mailing.

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

15 A clause was added to Rule 10.3.2 to allow for the appointment of a Co-Chair to a Working Group as and when required. The amendment was approved by the LIBER Executive Board at its meeting on 16 and 17 February 2017 in Lille, and notified to LIBER Participants in the May 2017 LIBER Mailing.

16 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.

17 Previous Rule 10.7, referencing a Committee for the promotion of LIBER, with responsibility for overseeing LIBER Quarterly, was removed (***to be approved by the Meeting of Participants, 24 June 2021 online***). The removal of the reference to this Committee in 10.7.2 to be approved at the same meeting.