



## Health Sciences Libraries Group – Policies and Procedures November 2020

### 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 (LAI).
- 1.2 No amendment to these policies and procedures shall be adopted unless the majority of votes cast in a ballot of members at an AGM is in favour of the change (see 10.1).
- 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 field of information management and by doing so advancing health for all.

### 3. Strategic Goals

The strategic goals of the group are:

- Goal 1 - To network, collaborate and share knowledge
- Goal 2 - To provide opportunities for members to engage in continuing professional development
- Goal 3 - To promote and advocate for our profession
- Goal 4 - To develop and support an evidence-based approach to professional practice

### 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 A LAI member who wishes to join the HSLG should make a written request (by email or other means) to the HSLG committee.
- 4.3 Members are entitled to vote, receive any publications of the group, attend the AGM, serve on the committee, have access to the website and the HSLG e-discussion list.
- 4.4 Members may also have access to any other benefits which are established e.g. training and bursary-application.
- 4.5 Members shall not use the HSLG logo, make a statement or express an opinion on behalf of the HSLG without prior agreement of the committee.
- 4.6 Members who leave the LAI, or who wish to leave the HSLG, should notify the HSLG committee in writing (by email or other means).

### 5. Committee

- 5.1 The number of places on the committee shall not exceed 12.
- 5.2 The committee shall be the governing body for the group. It shall determine all policies and its decision shall be binding on the group.
- 5.3 Committee members must be current registered members of the LAI and of the HSLG.
- 5.4 The election of members of the committee is to be carried out in accordance with the rules set out in section 8.
- 5.5 The committee is to meet a minimum of 5 times per year. Meetings may take place wholly or partly in-person or virtually. The quorum for meetings is 55% of committee members.
- 5.6 The secretary is to give no less than 5 days written notice of the date, location and time of meetings. Where an issue arises that requires an urgent meeting of the committee, the chair or secretary is to give no less than 2 days notice. Non-attendance at these emergency meetings will not be counted as missing a meeting.
- 5.7 Apologies must be forwarded to the secretary before the meeting.
- 5.8 A committee member who is not on approved leave (see 5.13) but 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 or by verbal confirmation. The chair will have a casting vote in the event of a tie.

5.10 Special committee meetings may be called as required by a quorum (55%) of the committee provided that 10 days written notice is given.

5.11 Any decision made by the committee can be overturned by a three-quarters vote at an AGM or Special General Meeting where at least 25% of members attend. (See section 7.2)

5.12 In recognition of the work involved, current members of the HSLG committee will have the cost of their LAI membership reimbursed each year. This is dependent on attendance at a minimum of 50% of meetings and fulfilment of the tasks assigned to the member during the course of the previous 12 months. The decision of the chair to grant or refuse reimbursement is final.

5.13 A member may request a leave of absence from the committee for a defined period. Leave will be granted at the discretion of the chair (or vice chair, where leave is sought by the chair). Members seeking leave are requested to set an estimated return date, which can be extended by agreement with the chair. When leave exceeds nine months in a two-year term, the member may be requested to step-down and rejoin the committee when available.

## **6. Management of working groups**

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

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

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

6.4 A working group member who does not attend a minimum of 50% of meetings or fulfil the tasks assigned to them may have his/her membership of the working group terminated by resolution of the committee.

6.5 Membership of working groups will be re-confirmed every 12 months.

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

6.7 A member of the HSLG committee will represent the committee on each working group.

6.8 All working group meetings shall be minuted and a copy of the minutes or a summary of business concluded forwarded to the HSLG chair 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% of 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. Meetings may take place wholly or partly in-person or virtually. Notice of the AGM is 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 (by email or other means), signed by the member and seconded by another member, and shall be sent to the secretary not less than 7 days before 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 committee.
- d) Elect members of the committee.

7.4 The secretary (or their representative) will record and save minutes at all meetings.

## **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 Each year, 5 weeks before the AGM the secretary 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, require 2 nominators. Nominees and nominators must be current members of the LAI. A deadline will be set for nominations to be received; this will normally be 3 days before the AGM. Completed nomination forms must be received in writing (by email or other means) by this date. Nominations received after the deadline may be accepted if the number of nominations does not exceed the number of committee places available.

8.3 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.

8.4 If the number of nominations exceeds the number of committee places available a secret ballot or online poll will be held.

8.5 In the event of a secret ballot being held, ballot papers will be distributed to members at the beginning of the AGM. The chair will invite a volunteer from attendees to help oversee the ballot. Ballots will be collected and counted by a committee member and the volunteer member. Where an AGM is taking place virtually, a poll will be conducted by attendees during the meeting.

8.6 The outcome of the ballot will be announced during the AGM by the chair. The results will be made available as a simple listing of who has been elected. The results of the ballot will be passed to the 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 secretary.

8.7 A HSLG member who wishes to join the committee mid-year may be appointed, on a temporary basis, until officially elected at the next AGM. This appointment requires nomination by two LAI members and approval by the committee.

8.8 Committee officers, namely chair, vice chair, secretary, treasurer, communications officer, and events officer, are to be agreed within three months of the committee's election. Other officer positions, such as IT or research or liaison officers, will be filled depending on priorities and available committee members. Voting will be by show of hands.

8.9 An officer shall be eligible for re-election to the same post provided that he/she has not served in the same post for more than 8 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 treasurer will liaise with financial institutions on behalf of the committee and prepare accounts for reports and audits.

9.3 The accounts for the group shall be submitted annually to the LAI for auditing.

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

## **10. HSLG policies and procedures**

10.1 This *Health Sciences Libraries Group – Policies and Procedures* document shall be reviewed, and amended as required, by the committee every 5 years. An interim review of the document may occur when amendments are proposed by HSLG members or the committee. Amendments must be notified to members at least 21 days before the AGM of that year and agreed by a majority at the AGM. Where necessary for the efficient working of the HSLG, the committee may adopt temporary changes to procedures until such time as the revised document is brought to the next AGM.

10.2 The committee will prepare an annual report for the HSLG AGM.

10.3 The committee will keep documents related to officer roles and committee policies (such as the bursary policy). These will be reviewed, and amended as required, every 2 years.

10.4 All committee documents and storage of personal data will comply with EU general data protection regulations (GDPR).