

# **EAHIL Rules of Procedure** (updated 13 June 2014)

This document provides guidance and direction for the administration and management of EAHIL, and sets out the procedures which EAHIL shall adopt for its internal affairs. The rules of procedure are designed to cover those matters which are subject to change over time-without suffering the delay and expense entailed in amending the EAHIL statutes. Changes to the rules of procedure take place within EAHIL's democratic structures: changes must be ratified by a General Assembly following a recommendation by the Board. The document is to be used in conjunction with the Statutes of the European Association for Health Information and Libraries as amended by the Deed of amendment to the Statutes dated May 23<sup>rd</sup>, 2008 (as approved by the General Assembly in Cluj-Napoca, September 15<sup>th</sup>, 2006).

## **1. Definitions**

- a. the *Association* is the European Association for Health Information and Libraries
- b. the *statutes* are the statutes of the Association set out in the *Deed of amendment to the statutes of the European Association for Health Information and Libraries*, as adopted at the 2006 EAHIL General Assembly in Cluj-Napoca
- c. the *membership* represents all the categories of membership defined in section 4 of the statutes
- d. the *members with voting privileges* are Full Members as defined in section 4.1 of the statutes
- e. the *members without voting privileges* are the members as defined in section 4.2 of the statutes
- f. the *Board* the *Council* and the *General Assembly* are as defined in the appropriate sections of the statutes [*sections 8. 9 and 10*]
- g. *the conferences* and *the workshops* are regular events organised by national or regional groups on behalf of EAHIL

## **2. Membership**

- a. Institutional members [*statutes 4.1.1.2*] shall nominate an authorised representative to represent their interests in relation to the Association. The nomination must be in writing to the secretariat and may be changed by written notification up to one month in advance of any meeting or election in which the representative may wish to vote.
- b. Student membership shall not be available to any individual for more than five years.
- c. Honorary members [*statutes 4.2.2*] will not be required to pay a membership fee.
- d. An application for membership [*statutes 4.3*] may be rejected if the applicant fails to meet the conditions for membership defined in section 4 of the statutes or if there is a risk of a conflict of interest with the Association's aims and objectives.

## **3. Rights and obligations of membership**

Voting and other membership rights may only be exercised by members with valid membership. Members registered after the opening up of the voting system will not be able to participate in that current election.

#### **4. Termination of membership**

- a. All members whose membership has not been renewed will be liable to have their membership terminated by the Board without further notice [statutes 6.1.2].
- b. In all cases persons expelled by the Board have the right to appeal against their expulsion.

#### **5. Administration and Operation (includes Elections)**

- a. All elections will be overseen and controlled by an election committee, consisting of at least two members with voting privileges, who will be appointed by the Board. Members of the election committee must immediately stand down should they decide to stand for election.
  - i. In case of paper ballots: At least two members with voting privileges, at least one of them a member of the election committee, must be present throughout the counting of votes. Candidates may not be present at the count, but ballot papers may subsequently be checked by any candidate or their representative.
  - ii. In case of the use of electronic voting systems: The electronic management system of the election shall be approved by the Board, including any technical or procedural changes that may be implemented from time to time. The results of the election are to be forwarded to the election committee by the database administrator. Similar audit controls for electronic ballots will be introduced.
- b. In elections to the Board and to the Council, the vacant seats will be filled by the candidates with the highest number of votes according to the protocols set out in the statutes [section 9] Where two or more candidates receive the same number of votes, the election shall be determined by lot.

#### **6. General Assembly**

- a. All motions put before a General Assembly must be proposed and seconded by a member with voting privileges and shall normally be submitted to the Honorary Secretary at least two weeks before the date of the General Assembly.
- b. The Honorary Secretary is responsible that all motions are cast in the appropriate form for debate.. In appropriate cases the Honorary Secretary shall consult with the proposer of the motion.
- c. Unless otherwise specified, decisions of the General Assembly shall come into effect immediately.
- d. Members with voting rights who attend the General Assembly shall be provided by the secretariat with a distinctive voting paddle; members holding valid proxy votes shall receive additional paddles equivalent to the number of proxies.
- e. The number of members present [statutes 8.7] shall be determined by adding the number of members with voting rights who are present to the number of proxy votes held by those members.
- f. If there is no quorum at the appointed starting time, the President shall adjourn the Assembly for up to 15 minutes. The President then shall decide whether to adjourn the meeting or to proceed with business, subject to the statutory restrictions [statutes 8.7]. An inquorate General Assembly may not take

- binding decisions.
- g. Ballot papers for secret ballots [*statutes 8.10*] shall be distributed according to the number of voting paddles held by each member attending
  - h. In the case of a tied vote, the person chairing the General Assembly shall cast the deciding vote.
  - i. If the President is dismissed by the General Assembly, the meeting is then chaired by the Past-President; if the Past-President is not present or is unwilling to take the chair then it is chaired by the Vice-President. If neither is willing to chair the meeting then the General Assembly is adjourned for the immediate election of a new President, which shall be carried out under the supervision of a member of EAHIL's election committee. If no member of the election committee is present, then it shall be supervised by a previous president of the Association or by another member with voting rights approved by a majority of the Assembly.
  - j. By a simple majority, a General Assembly may approve emergency motions on the agenda. These will then be debated in the normal way under Any Other Business.

## **7. The Board**

- a. The election of officers within the Board shall take place at the first Board meeting of each new Presidential term.
- b. At the beginning of a new Presidential term, the Board members who held the offices of Treasurer and Secretary at the end of the previous calendar year will (even if at that point their term as elected Board members has ended) be required to continue fulfilling the duties of these posts until the first Board meeting has appointed their successors.
- c. The chair of the organising committee for the next EAHIL conference or workshop will be invited to attend the Board as an observer.
- d. If for any reason the President should resign or leave office before term, a successor shall be elected by the Board from amongst their number. The election is to be by secret ballot and managed by the Honorary Secretary.
- e. If for any reason the Past-President should leave the Board, the office shall remain unfilled until a new President takes office.
- f. The Board shall meet in person at least twice a year and between meetings shall discuss and decide issues via other communications forum in which all Board members are able to participate equally.
- g. Applications for membership [*statutes 4.3*] and all other Board decisions shall be resolved at Board meetings, or other suitable fora in which all Board members are able to participate equally.
- h. To supplement the Rules of Procedure, the Board may prepare Policy Statements on matters relating to the Association's activities. These shall be adopted on approval by the General Assembly.

## **8. The Council**

- a. The Honorary Secretary to the Board shall also serve as Honorary Secretary to the Council.
- b. The venue and timing for Council meetings shall be set by the Board and shall normally coincide with an EAHIL conference or workshop.

## **9. Conferences and Workshops**

- a. The venue and timing of conferences and workshops shall be decided by the Board at least 3 years in advance. The Board's decisions shall be guided by the quality and thoroughness of the proposals provided by groups wishing to organise events, and by the desirability to ensure that over time association events are distributed across the regions of Europe.
- b. In exceptional circumstances and with due notice in writing to the organisers that such a decision is being contemplated, the Board shall have the power to revoke the right to hold a conference or workshop, and to reassign that right to a different group. Such circumstances would be (a) that the Board has reasonable grounds to feel that the event will not take place, or will not be of an adequate intellectual standard or organised with sufficient efficiency and might bring discredit to the Association, or (b) sustained failure to keep the Board informed as to progress in the event's organisation.
- c. Conference and workshop organisers will normally be required to supply adequate venues for General Assembly, Board and Council meetings, and facilities for the promotion of future Association events.
- d. Organisers of conferences and workshops will normally be required to offer two levels of pricing, making a significant distinction between early bird registration fees and late registrations.
- e. As a condition of being invited to organise a conference or workshop, the organisers undertake to pay to the Association a levy for each person registered to attend their event. This levy shall be set when the location of the conference is confirmed, and be paid after the closure of the conference or workshop.

## **10. Rules of Procedure**

- a. Any amendment of the rules of procedure must be ratified by a General Assembly following a recommendation by the Board.

*These rules of procedure were ratified by the General Assembly Dublin 20090605.*

*Amendments:*

*Addition of 7b and 7h were ratified by the General Assembly Rome 20140613*