



Chartered Institute of Library
and Information Professionals
in Scotland

THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS IN SCOTLAND

BRANCH RULES

1. The remit of the Branch should be to:

- a. Contribute to the formulation of CILIP in Scotland policy.
- b. Act as a link between Council and the membership.
- c. Stimulate wider involvement of members and students in the work of CILIP in Scotland by organising professional and social events.
- d. Disseminate information about the work of CILIP in Scotland and create a network of representatives appropriate to the area served by each Branch.

2. Each branch should produce a newsletter or electronic news via the SLAINTE website, for its members not less than twice a year.

3. Membership of a Branch will comprise those members of CILIPS working or in full time study in the area covered by the Branch, or if unemployed or retired whose home address in the area is covered by the branch.

4. Branch committee members to be elected, where necessary, by postal ballot. Four members will be elected for three years, four for two years and four for one year. The time for each committee member is to be determined by the number of votes cast or drawing of lots.

5. Branch committee members will receive Council papers and agendas before Council meetings

6. There should be co-operation between local branches and Groups in the provision of courses.

7. Reports from the Branches should be included in the Annual Report of the Association.

8. Reports from the Branches should be a standing item on Membership Services Committee.

9. The areas covered by each Branch are outlined in Appendix 1

BRANCH CONSTITUTION

1. The Branch shall be named.

2. The remit of the Branch is to:

- a. Contribute to the formulation of CILIP in Scotland policy.
- b. Act as a link between Council and the membership.
- c. Stimulate wider involvement of members and students in the work of CILIP in Scotland by organising professional and social events.
- d. Disseminate information about the work of CILIP in Scotland and create at network of representatives appropriate to the area served by each Branch.

- 3.** The branch should produce a newsletter or electronic news via the SLAINTE website, for its members not less than twice a year.
- 4.** Membership of the Branch will comprise those members of CILIPS working or in full time study in the area covered by the Branch, or if unemployed or retired whose home address in the area is covered by the branch.
- 5.** The affairs of the branch shall be managed (subject to control by members through the Annual General Meeting and Special General Meetings) by a committee between 6 and 12 members including a Chair and a Secretary. The committee can co-opt two additional members for one year and co-opt any number to fill committee vacancies. All co-opted members should stand for election at the end of each year. Committee membership should reflect the various sectors of the profession.
- 6.** At the Annual Election the membership of the Branch shall elect four committee members to hold office for three years from the first day of January of the year ensuing and at the end of that period such committee members shall be eligible for re-election.
- 7.** All nominations for the Branch committee shall be made by members of the Branch. Nominations for the Branch Committee should be sent to the Secretary of the Branch by the first day of October. In the event of nominations exceeding places available a postal ballot of Branch membership would be conducted at the same time as the CILIP in Scotland Council elections.
- 8.** The election shall be by means of voting papers containing the names and designations of all persons nominated for office, together with the names of their nominators. The voting papers will be issued to each member whose subscription is not in arrears on the 1st May of the year of election, not later than 14 days before a date determined by Council as the date of the election. A tie shall be decided by the Branch committee at its first meeting following the election.
- 9.** The Branch Committee shall annually appoint a Chair, Secretary/Treasurer and representative to CILIP in Scotland Council from within the membership of the committee.
- 10.** The Branch Chair shall not serve for more than two consecutive years.
- 11.** Four voting members of a committee shall constitute a quorum.
- 12.** The committee shall meet at least once per year.
- 13.** The Annual General Meeting of the Branch shall be held in November and shall be publicised in Information Scotland.
- 14.** A statement of accounts shall be available for inspection before the AGM and shall be presented for adoption at the AGM. The AGM shall appoint an auditor for the following year. The accounts of the Branch shall be submitted to the Honorary Treasurer of CILIP in Scotland by 1st January.
- 15.** Proposed changes in the Branch constitution shall be subject to the approval of CILIP in Scotland Council.
- 16.** A special general meeting of the Branch can be called at the discretion of the Committee or by requisition of twenty members of the Branch. It shall be incumbent upon the Secretary to call such a meeting within 21 days of receipt of requisition.

Appendix 1

The areas covered by each Branch should be:

North Branch
Highland
Moray
Orkney
Shetland
Western Isles

North East Branch
Aberdeen
Aberdeenshire

Tayside
Angus
Dundee
Perth and Kinross

West Branch
Argyll and Bute
East Dunbartonshire
West Dunbartonshire
North Lanarkshire
East Ayrshire
North Ayrshire
Dumfries and Galloway
South Lanarkshire
East Renfrewshire
Glasgow
Inverclyde
South Ayrshire
Renfrewshire

East Branch
Edinburgh
Scottish Borders
Fife
East Lothian
Midlothian
West Lothian

Central
Clackmannan
Falkirk
Stirling