



Scotland's library  
and information  
professionals

## **Branch Constitution and Rules for Chartered Institute of Library and Information Professionals in Scotland (CILIPS)**

1. Branches will be named as per the list in Appendix 1.
2. The remit of each Branch shall be to:
  - Contribute to the formulation of CILIPS policy and workplan via participation in CILIPS Council;
  - Represent CILIPS in the Branch region;
  - Provide CPD and networking opportunities for members;
  - Communicate effectively with their members, with CILIPS staff and with the wider community;
  - Practice good governance in accordance with the guidance, advice and training provided by CILIPS;
  - Raise funds as appropriate by means of events and other activities;
3. Membership of a Branch will comprise those members of CILIPS whose home address is in the area covered by the Branch.
4. The affairs of the branch shall be governed by a Branch Committee.
5. The Committee shall be composed of a minimum of three members. This will include appointed officers of the Branch - Chair, Secretary, Treasurer, website editor and representative to Council, and committee members may take on two different roles at the same time. The roles of Chair and Treasurer must be kept separate to ensure good governance. The committee can also include any number of appointed members of the Branch, with the number to be determined by the Branch at the Annual General Meeting (AGM).
6. At the Annual Election, the membership of the Branch shall elect committee members to hold office for three years, from the first day of January of the year ensuing. 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 November. In the event of nominations exceeding places available, an e-ballot of Branch membership should be conducted via the CILIPS office.
8. The Branch Committee shall annually appoint a Chair, Secretary, Treasurer, web editor and representative to CILIPS Council by a process of nomination.

9. The Branch Committee may appoint from the members of the Committee a Vice Chair and any other Officers as are deemed necessary for the effective conduct of Branch business.
10. The Treasurer of the Branch is responsible for the financial governance and administration of the Branch. Assistance and advice is available from the CILIPS team.
11. The annual accounts of the Branch shall be prepared by the Treasurer on a calendar year basis and shall be submitted to the CILIPS office by 1st January (who will ratify them with an independent third party).
12. The Branch may request funds for Branch activity (up to a maximum of £300 per calendar year) by sending an email to the CILIPS office. The final decision on any funding will be made by the CILIPS Honorary Treasurer.
13. The Secretary of the Branch is responsible for all other aspects of the governance and administration of the Branch.
14. The Web editor of the Branch is responsible for updating the CILIPS website with information about branch activity. Training can be provided by the CILIPS office.
15. The Representative to Council must attend two meetings of the CILIPS Council (with expenses paid by CILIPS for in person meetings). If they are unable to attend, a replacement representative can attend in their place.
16. The committee shall meet as it deems necessary for the effective conduct of business. The minimum requirement will be one Annual General Meeting with a quorum of four.
17. The Committee may transact business including decision making by electronic means so long as this is properly recorded in the minutes of the Committee. The CILIPS office can advise on tools for holding virtual meetings.
18. The Branch may communicate with members by sending communications to the CILIPS office, who will send these out electronically.
19. The Branch is required to run effective meetings and take a responsible approach to procedural propriety. Adequate notice should be given of the meeting and its agenda.
20. The quorum for a meeting shall be three members of the Committee and can be attended virtually (this includes email-based meetings).
21. Committee members must attend at least 50% of meetings in any calendar year, and if this is not achieved the Branch Chair can ask committee members to stand down.
22. The Annual General Meeting of the Branch shall be held between 1<sup>st</sup> October and 31<sup>st</sup> December.
23. Notice of the AGM shall be given at least 14 days before the date of the meeting and shall be publicised in the CILIPS e-newsletter and/or on the CILIPS website.
24. A statement of accounts shall be available for inspection before the AGM and shall be presented for adoption at the AGM.

25. The business of the AGM shall be to:
  - o Confirm the minutes of the preceding AGM;
  - o Receive the annual report of the Branch Committee;
  - o Receive the Branch Accounts;
  - o Receive the names of the Branch officers;
  - o Consider any motions put to the AGM in accordance with due process.
  
26. Voting at an AGM or other General Meeting shall be by persons present and not by proxy. Any resolution put to the meeting shall be decided on a simple majority by a show of hands. The Chair of the meeting shall have a casting vote.
  
27. A special general meeting of the Branch can be called at the discretion of the Committee or by requisition of six 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 (where applicable) 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**

Clackmannanshire  
Falkirk  
Stirling