



## **RULES OF PROCEDURE**

*Amended by Council at Helsingør on 23 June 1995 (see Fontes 43/2 (1996), p162-3); at Périgueux on 13 July 2001 (see Fontes 49/1-2 (2002), p16-17); at Berkeley on 4 and 9 August 2002 (see Fontes 50/2-4 (2003), p185-9); at Antwerp on 17 July 2014. Revised by General Assembly, Rome, 8 July 2016.*

### **Rule I. Members**

1. Membership shall commence on payment of the prescribed annual dues.
2. Honorary members shall be elected by the General Assembly on proposal of the Board. National and Multi-national Branches may elect their own honorary members, who do not, however, thereby become honorary members of the Association

### **Rule II. Dues**

1. The financial year shall be the calendar year.
2. Dues shall be paid to the International Association before 1 March of the current year.
3. Membership shall cease if dues have not been paid by the end of the year.
4. Members in arrears of payment at the time of voting shall not be entitled to vote.
5. In countries where a National or Multinational Branch of the Association exists, members shall pay their dues to the Treasurer or Secretary of the Branch, unless the Branch prefers another arrangement. 20% of the dues may be retained by the Branch; the remainder shall be remitted to the Treasurer of the Association.
6. The National or Multinational Branch may use its share of the dues at its own discretion. The Branch shall be entitled to assess additional dues upon its members and shall have the sole right of disposal of such funds as well as of revenue from any other sources. Members in countries without a National or Multinational Branch shall remit their dues to the Treasurer of the Association, either directly or through an intermediary designated for this purpose.
7. Honorary members of the Association shall be exempt from dues. This does not apply to honorary members of a National or Multinational Branch; however, the Branch may pay the dues of such members.

### **Rule III. The General Assembly**

1. The General Assembly shall normally consist of two sessions. Whenever possible, issues requiring time for reflection and consultation by the members should be raised at the first session and voted on in the second session. Any member may request that a vote be delayed until the second session. Proposals of agenda items should be submitted to the Secretary General in advance. The sessions of the General Assembly shall not normally be combined with any closing session summarizing the activities of the congress.
2. The General Assembly shall be presided over by the President of the Association. In the absence of the President, the President-Elect shall preside, or, in the absence of a President-Elect, one of the Vice- Presidents shall preside.

3. Proxy votes shall require written authorization by the person giving the proxy. They must reach the Secretary General not later than three days in advance of the General Assembly.

4. The minutes of the General Assembly shall be published in the Association's journal. The minutes must include a summary of the transactions and the texts of adopted resolutions.

#### **Rule IV. The Board**

1. The Board shall be entitled to invite advisors of its own choice to attend its meetings.

2. The Secretary General shall coordinate the work of the Association and shall have the ultimate authority over the professional programme of congresses; shall be responsible for giving notice of meetings of the Board and General Assembly, and compiling and circulating their agendas and minutes; shall circulate proposals for changes to the Constitution or Rules of Procedure, as well as any other documents of importance to the Association. The Secretary General shall organise the elections to the Board.

3. The Secretary General may claim expenses up to an amount specified in the budget and shall be empowered to engage additional staff within limits set by the Board.

4. The Secretary General shall be appointed for an initial terms of four years, and may be reappointed for subsequent terms of two years.

5. The Treasurer shall sign cheques and other documents of financial importance to the Association; shall keep a record of all income and expenditure and balance the accounts; shall provide the Board and General Assembly with an annual financial report and a budget for the coming year. The Treasurer shall maintain up-to-date records of the members, making them available to members and others in ways that shall be agreed by the General Assembly.

6. The Treasurer may claim expenses up to an amount specified in the budget and shall be empowered to engage additional staff within limits set by the Board.

7. The Treasurer shall be appointed for an initial term of four years, and may be reappointed for subsequent terms of two years.

#### **Rule V. Election of the President and Vice-Presidents of the Association**

1. Each nomination for the offices of President and Vice-President, together with the consent of the nominee and a brief curriculum vitae, shall be sent to the Secretary General at least four months before the beginning of the annual congress in the year when the election is held.

2. Voting shall be conducted electronically, and by paper ballot on request. The names of the candidates, together with their biographical information, shall be made available electronically as soon as possible after their nominations are received. The Secretary General shall inform members by email of the election schedule, and the voting process. Voting shall be open for one month, the results being announced as soon as possible thereafter.

3. The counting of the votes shall be undertaken and verified by a process to be confirmed by the General Assembly.

4. The new Board shall take up its duties at the close of the General Assembly. Incoming Board members shall be invited to attend Board meetings held during the congress as observers.

## **Rule VI. Institutional and Subject Sections, Study Groups, Project Groups, Committees and Subcommittees**

1. Any member of the Association shall have the right to attend all meetings of all Institutional and Subject Sections.
2. Elections shall be held in the Sections the year after the Board elections. The Secretary General should solicit nominations from the IAML membership for these positions at least six months before the election and maintain a list of current nominees on the IAML website. The elections must be announced in the preliminary and official congress programmes.
3. The Board shall appoint a Vice-President of the Association or another member of the Association to receive nominations and manage the elections.
4. The members of the Association present at such an election shall elect a Chair of the Section for a term of three years. No Chair may serve for more than two consecutive terms. Normally, there should be at least two candidates for Chair, elected by secret ballot. If there is only one candidate, voting may be by open ballot, unless a secret ballot is called for by any member. A Vice-Chair and a Secretary may be elected by the members present by open ballot, regardless of the number of candidates, with the same provision.
5. Each Institutional and Subject Section:
  - a) shall organise at least one open session in every congress and may also engage in other activities, both operational and strategic.
  - b) may propose the formation of Study Groups and Project Groups.shall publish an annual report describing its activities and plans including the work of any subordinate Groups.
6. A Study Group may be proposed by the Chair of an Institutional or Subject Section. Proposals must be accompanied by letters of support from at least two other IAML members, indicating that they are willing to participate in the Study Group. A detailed proposal, including Terms of Reference must reach the Board no later than its mid-year meeting. If approved by the Board, proposals shall be circulated electronically to IAML members in advance of the annual congress and presented to the General Assembly for final approval.
7. Study Groups shall be integrally involved in the work of the parent Section, reporting regularly during congress sessions and online at other times. They shall meet during the annual congresses in open session. Chairs and any other officers of Study Groups shall be appointed by the Board on recommendation of the parent Section.
8. A Project Group may be proposed by the Chair of an Institutional or Subject Section. Proposals must be accompanied by letters of support from at least two other IAML members, indicating that they are willing to participate in the Project Group. A detailed proposal, including Terms of Reference and the anticipated duration of the project, must reach the Board no later than its mid-year meeting. If approved by the Board, proposals shall be circulated electronically to IAML members in advance of the annual congress and presented to the General Assembly for final approval.
9. Project Groups must be reauthorized every three years, and will be discontinued when the assignment is completed. They shall meet during the annual congresses in open session. Chairs and any other officers of Project Groups shall be appointed by the Board on recommendation of the parent Section. The chair of a Project Group shall report annually to the chair of the parent body, who in turn shall report to the Board on the progress of the project.

10. Chairs of Committees shall be appointed by the Board for three-year-terms and may be reappointed. Other Committee members are appointed by the Board in consultation with the Committee chair. Each Committee publishes an annual report describing its activities and plans including the work of any Subcommittees.

The Publications Committee shall include the editors of all IAML publications and a representative of the Board. Within guidelines laid down by the Board for the policy and general management of the Association's journal, the editor shall have sole editorial responsibility.

The Constitution Committee shall include, in addition to the Chair, the President, the President-Elect or immediate Past-President, and the Secretary General.

11. Subcommittees shall report annually to their parent Committee. Chairs of Subcommittees shall be appointed by the Board in consultation with the Chair of the parent Committee for a three-year term and may be reappointed for a second term. Other Subcommittee members shall be appointed by the Board in consultation with the chair of the parent Committee and the Subcommittee chair.

12. Each Section, Group, Committee and Subcommittee should establish its own web page on the IAML website, giving the Terms of Reference, listing current officers and committee members, scope, and timeline (in the case of Project Groups), providing instructions on how to participate in a particular Section or Group, and describing its current activities and initiatives. This web page should be kept up to date by the Chair or any other officer of the Group.

13. Each Section or Group is required to establish a system for interactive online communication between congresses, in which anyone would be free to join.

#### **Rule VII. Forums of National Representatives and Sections**

1. The Forum of National Representatives shall meet during the annual congress. The meeting shall be chaired by a Vice-President, with one of the national representatives serving as Secretary. Agenda items for the meeting may be proposed by any member of the Forum. Board members are welcome to attend.

2. It shall be the duty of each National and Multinational Branch to designate one representative to the Forum of National Representatives, and to inform the Secretary General in advance of the meeting of the Forum. A country without a National or Multinational branch may, with the Forum's agreement, be represented in the Forum by a national delegate; members intending to attend under this provision should inform the Secretary General in advance of the meeting of the Forum. Individual countries within Multinational branches shall not be entitled to separate representation in the Forum.

3. Each National and Multinational Branch shall submit to the Secretary General an annual summary report of its activities, which shall be made available electronically to members of the Association before the congress.

4. The Forum of Sections shall meet during the annual congress. The meeting shall be chaired by the Vice-President designated by the Board as the Association's Programme Officer, with one of the other attendees serving as Secretary. Agenda items for the meeting may be proposed by any member of the Forum. The Secretary General shall be an ex-officio member of this Forum; other Board members are welcome to attend.

**Rule VIII. Congresses**

1. The place and date of congresses shall be determined by the Board, and confirmed by the General Assembly.
2. The organization of a congress shall normally be assigned to a National or Multinational Branch at the invitation of the Branch, which shall be in charge of local arrangements. Responsibility for the professional programme shall rest with the Association.
3. Congresses may focus upon particular aspects of the work of the Association.
4. Notice of congresses must be circulated to all members of the Association not less than six months in advance.