



South Western Regional Library Services CIO

RULES OF SWRLS CIO

These Rules are to be read in conjunction with, and are a supplement to, the Constitution currently in force and carry the same authority.

Date of Rules (last amended):

1.	Geographic area. SWRLS CIO primary area of operation will be the south western region of England covering the local authority areas of Bath and North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Hampshire, the Isle of Wight, Jersey, North Somerset, Plymouth, Poole, Portsmouth, Somerset, Southampton, South Gloucestershire, Swindon, Torbay and Wiltshire or any successor authority areas. However, any library service within England and Wales may apply for membership.
2.	Membership. Membership is open to any library service from any sector.
3.	Terms and conditions of membership. Each member, on being accepted as a member of SWRLS CIO, agrees to the following terms and conditions: (1) Provide access to their library catalogue of resources to other SWRLS CIO members. (2) Provide the free lending of library material to other SWRLS CIO members, within each members' individual lending policy and any guidance that may from time to time be provided by SWRLS CIO. (3) Provide statistics, as may from time to time be agreed, in a timely fashion and in a form as may be determined. (4) Inform SWRLS in good time before the start of a new financial year in April if they do not wish to renew annual membership (5) Not to bring the charity into disrepute.

4. Election of trustees.

(1) Officers:

The following officers will be elected by the membership and in accordance with clause 13 of the Constitution:

- Chair;
- Secretary;
- Treasurer.

The trustees shall, from within their number, elect a vice chair to serve as long as that trustee has been appointed for or on an annual basis as the trustees so determine. The officers do not need to represent a particular library sector and can be independent of those sectors.

(2) Ordinary trustees:

There will be up to 9 'ordinary trustees'. Three must represent public libraries and three must represent academic, special or other libraries. Three may come from any background, including a non-library background. They will be appointed in accordance with Clause 13 of the Constitution.

5. Attendance at Trustee Board meetings.

(1) By application:

- (a) up to 3 members and one non-member may attend each Trustee Board meeting;
- (b) application should be made in writing to the Secretary and received no later than 14 days before the meeting. Applications to attend meetings may be declined by the trustees. Applicants will be informed of that decision within 7 days of applying and is final;
- (c) members attending may request permission to speak on any issue being discussed (unless confidential), or asked to do so by a trustee, and may raise items of any other business. Requests to speak and items of any other business must be made in writing and received by the Secretary no later than 7 days before the meeting. Requests may be declined by the trustees. Members attending will be informed of that decision before the meeting and is final;
- (d) non-members attending may not speak on any issue being discussed, unless asked to do so by a trustee, nor raise items of any other business;
- (e) those attending may not vote on any issue;
- (f) those attending may be asked to leave the meeting if a confidential issue and/or an item involving their library service is being discussed;

	<p>(g) all discussions must be kept confidential until such time as minutes are published and/or any issue discussed has been made public;</p> <p>(h) expenses of those attending meetings by application will not be reimbursed by SWRLS CIO.</p> <p>(2) By invite:</p> <p>(a) members and non-members may be invited to attend a Trustee Board meeting, either as an observer or to contribute specific knowledge to an issue being discussed. For members, this is in addition to the 3 members allowed under sub-clause 5(1)(a) above. For non-members, this is in place of any non-member applying to attend under sub-clause 5 (1)(a) above;</p> <p>(b) members and non-members invited to speak on a specific issue may be asked to attend for that item only or may be invited for the whole meeting.</p> <p>(c) sub-clauses 5(1)(c) - (g) inclusive above also apply to those attending by invite;</p> <p>(d) travel expenses of members and non-members attending by invite will be reimbursed by SWRLS CIO in accordance with the SWRLS CIO agreed rate in operation at the time of the meeting.</p>
<p>6. Amendments.</p>	<p>These Rules may be amended at an Annual General Meeting, a general meeting called for the purpose or by circulating to the membership in accordance with sub-clause 10(3) of the constitution.</p>