
CILIP General Regulations –
Appendices A to E



Appendix A: Regulations for Qualifications and Revalidation

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Appendix A

Regulations for Qualifications and Revalidation

Established in July 2004. Amendments in April 2008.

Bye-laws 11, 12 and 15

Bye-law 11

NOTE: These Regulations were approved by CILIP Council in July 2004. They are contained in a set of handbooks for candidates working towards Certification (ACLIP), Chartered Membership (MCLIP) and Fellowship (FCLIP) and in a handbook for Chartered Members who wish to apply for revalidation. All of these are available on the CILIP website. References to appendices etc. are to additional documents that are available as separate documents on the website. The Regulations apply from 1 April 2005.

From January 2009 there is a Single Category for ACLIP Certification. Please refer to previous Yearbooks for information regarding the former Categories 1 and 2. Category 2 continues until the end of July 2009 from which time the Single Category will become the sole means of applying for ACLIP Certification.

Section 1: Gaining CILIP Certification

2005 Regulations drawn up under Bye-law 11

1 Registration

- All applicants must be current members of CILIP (Affiliated Member or Associate Member)
- All applicants must be members currently employed in library and information work for two or more years, who have either:

taken part in work-based learning activities within their own organisation
or

have been involved in relevant out of work self-development activities.

Registration forms are available via the CILIP website at www.cilip.org.uk/ or in the CILIP *Handbook for Certification*.

2 Application

Each applicant will submit a portfolio including:

- Application form
- Curriculum Vitae
- Personal statement, of no more than 4 x A4 sheets, demonstrating experience and/or experiential learning against agreed criteria.
- A Personal Development Plan
- A supporting letter which should evidence achievement and indicate potential for future development, where appropriate. (CILIP will supply a template for this purpose.)

2.1 Notes on submission

- All applications must be in the English or Welsh language
- The CV and supporting letter should be word-processed
- The application form, personal statement, and Personal Development Plan should be on the designated form
- Electronic submission is acceptable, but copies of certificates etc. may be sent by post accompanied by a copy of your application form
- All applications for assessment should be accompanied by the appropriate fee, to be determined annually by CILIP AGM.

2.2 Confidentiality

All applications (electronic and hard copy) will be stored and treated in a confidential manner by CILIP Assessment Panels.

3 Assessment

Each application will normally be assessed by CILIP Assessment Panels in the member's Branch or Home Nation. The submission should be sent to the named Officer of the CILIP Regional Branch or Home Nation. A full list of these officers is available on the website at www.cilip.org.uk/ or from the Qualifications and Professional Development Department.

Overseas members should submit their applications to the Qualifications and Professional Development Department in the first instance.

All applicants will be notified of the outcome in writing within 10 working days of the date of the assessment meeting. All documents will be returned to successful applicants once Certification has been confirmed.

3.1 Criteria for assessment:

All applicants will have gained knowledge and experience of library and information work in a variety of roles and should be able to reflect on that experience, using the templates provided.

All candidates must demonstrate:

- 1 an ability to evaluate personal performance and service performance.
- 2 an understanding of the ways in which their personal, technical and professional skills have developed through training and development activities and/or through practice
- 3 an appreciation of the role of library and information services in the wider community.

3.2 Form of assessment

The CILIP Assessment Panel will determine a method for the additional assessment of any application, if necessary, which may include either of the following:

- (a) a request for additional written information or documentary evidence
- (b) a request for the candidate to attend an interview

3.3 Admission to the Certification Register

The date of admission to the register will normally be that on which the CILIP Assessment Panel accepts the application.

Once admitted to the Register you must remain in membership of CILIP to retain the use of the post nominal letters ACLIP and to describe yourself as a Certified Member.

4 Appeals

Candidates whose applications are rejected have a right of Appeal, according to procedures approved by Council. A copy of the Appeals Procedures will be sent to unsuccessful candidates. (*See Appendix 1 to these Regulations*).

5 Progression to Chartership

ACLIPs will be eligible to apply for Chartered Membership. Information on applying for Chartership can be found at www.cilip.org.uk or from the Qualifications and Professional Development Department.

In order to progress to Chartered Membership you must be an Associate Member.

6 Appendices

Appendix 1 Appeals procedure

- 1) An appeal may be made against a decision of the Assessment Panel not to accept a candidate's Application for Certification.
- 2) A candidate whose submission is not accepted will be sent the following documents by Recorded Delivery:-
 - (a) A letter informing the candidate of the decision and the date of the Assessment Panel meeting at which it was made.
 - (b) A summary of the points made at the Assessment Panel meeting and copies of the assessment documents of Panel members, setting out the reasons for rejection.
 - (c) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Assessment Panel must do so within six weeks of the date of receipt of the Recorded Delivery letter referred to in 2. The Appeal must be made in writing to the Chief Executive.
- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Assessment Panel was biased or incorrect due to no fault of the candidate and that the Panel did not know this at the time it took its decision.
 - (b) That the Assessment Panel failed to follow its own published procedures and that this materially affected its decision.
- 5) The Chief Executive will decide whether there is a prima facie case for appeal. Where there is not s/he will inform the candidate of the reason for his ruling. In such cases there will be no further appeal.
- 6) Where there is a prima facie case for appeal the Chief Executive will select an Appeal Panel of three from a panel chosen annually by Council from amongst its membership for this purpose. (These may not be members of a CILIP Assessment Panel, or the Chartership Board).
- 7) The Chief Executive will set a date for the hearing of the Appeal to take place within six weeks of the date of receipt of the candidate's written Appeal.
- 8) The Chief Executive will send to each member appointed to the Appeal Panel a copy of the candidate's portfolio submission, the papers sent to the candidate referred to in 2 above, and any papers sent by the candidate in support of his/her Appeal.
- 9) The candidate will be invited to attend the hearing of the Appeal and may be accompanied by a supporter. A representative of the CILIP Assessment Panel and the Head, Qualifications and Professional Development Department (or the nominee of either) should be present to represent the Assessment Panel and its office based procedures.

- 10) At an Appeal Panel hearing the matters for consideration will be limited to:
 - (a) Evidence from the candidate concerning the grounds for the Appeal, and details of how the information and/or procedures were faulty. The candidate should offer the correct information to the Appeal Panel. Panel members may question both the candidate and the representative of the Assessment Panel. The Assessment Panel representative should explain the reasons for any failure to comply with published procedures.
 - (b) The candidate may ask the supporter to speak on matters concerning the grounds for the Appeal. The supporter may not assist (or speak for) the appellant in answering professional questions put by the Panel.
 - (c) The Appeal Panel will be concerned solely to test the candidate's claim that the Assessment Panel used faulty information, biased statements or failed in its own procedures.
- 11) Where the Appeal Panel finds that the candidate's claim as set out in 10(c) has not been substantiated the Appeal must fail since the Assessment Panel may not be challenged on other grounds.
- 12) Where the Appeal Panel finds that the candidate has made the case they will instruct the Assessment Panel to review the matter. The Appeal Panel will give precise instructions to the Assessment Panel as to the evidence which must be considered, and what must be discounted. The Chair of the Appeal Panel will detail the evidence accepted by the Panel. The evidence and decision cannot be challenged by the Assessment Panel.
- 13) The Assessment Panel will review the case at its next meeting after the Appeal Panel hearing. The Panel will give written details of its decision to the Chief Executive and the Chair of the Professional Development Committee.
- 14) The Chief Executive will inform the candidate of the final decision of the Assessment Panel.
- 15) All candidates are eligible to reapply. No candidate will have to wait longer than one year to reapply for certification from the date of the original Panel decision.

Section 2: Gaining Chartered Membership

Regulations drawn up under Bye-law 11

1 Registration

All applicants for Chartered Membership will be required to complete registration forms and a Personal Professional Development Plan and send them to CILIP in order to register as candidates.

All applicants applying for admission to the Register must:

- (i) Have been in membership of CILIP for a minimum of one year *and* be current members at the time that they submit an application for assessment
- (ii) Be Associate Members of CILIP
- (iii) Provide documentary evidence of meeting the admission requirements (see Regulation 2)
- (iv) Register for the CILIP Mentor Scheme or have been participants in another approved mentor programme
- (v) Have completed the required period of practical experience (see Regulation 2.1).

2 Admission Requirements

You must have acceptable qualifications to be considered as a candidate for Chartered Membership. You will either have:

Pathway 1:

A Library and Information Studies qualification recognised or accredited by CILIP at Scottish Higher Education Level 10 or England Wales and Northern Ireland Framework Level HE4 (or above)

OR you may have:

Pathway 2:

1. CILIP Certification (ACLIP) plus evidence of a minimum period of further personal professional development (see guidance notes)

or

2. A CILIP accredited or approved qualification (an up-to-date list is available on the CILIP website at www.cilip.org.uk)

(Holders of any qualifications listed under 2 will be required to submit copies of certificates etc. to CILIP for verification before registration can be confirmed)

2.1 Practical experience

All candidates must have completed a minimum period of appropriate practical work experience before submitting an application for assessment

Pathway 1: One year full-time equivalent (FTE) work in a library and information service or related environment

Pathway 2: Normally two years FTE work in a library and information service or related environment.

(CILIP may authorise a reduction in the case of individual candidates who can demonstrate substantial previous relevant practical experience, which could have been gained in another discipline)

For advice on the suitability of your work for eventual progression to Chartered status please contact the Qualifications and Professional Development Department

3 Application

3.1

Candidates will normally be expected to make an application for Chartered Membership within one year of completing the required period of practical experience.

3.2 Form of application

Each candidate will submit a portfolio including:

1. Curriculum Vitae (CV)
2. Personal Professional Development Plan (PPDP)
3. Personal statement evaluating progress and achievements against the Personal Professional Development Plan (PPDP); the statement should be no more than 1000 words.
4. Evidence of participation in a mentor scheme.
5. Portfolio of supporting evidence

3.3 Presentation

All applications must be in the English or Welsh language.

The documents should normally be word-processed or in electronic format and be accompanied by the appropriate form.

(Copies of certificates and other original documentary evidence may be sent by post, accompanied by a copy of your application form)

All applications should be accompanied by the appropriate fee, to be determined annually by CILIP AGM.

All documentation should be submitted to the Qualifications and Professional Development Department. All documents (electronic and hard copy) will be stored and treated in a confidential manner by CILIP.

4 Assessment

All applications are assessed by the CILIP Chartership Board that is appointed by CILIP Council.

Assessment will be carried out against clearly identified criteria to ensure transparency and consistency of practice to all candidates.

All applicants will be notified of the outcome in writing within ten working days of the date of the Chartership Board meeting.

4.1 Criteria of assessment

All applications will be assessed against the same criteria. Candidates must demonstrate all of the following:

- 1 An ability to reflect critically on personal performance and to evaluate service performance
- 2 Active commitment to continuing professional development
- 3 An ability to analyse personal and professional development and progression with reference to experiential and developmental activities
- 4 Breadth of professional knowledge and understanding of the wider professional context

4.2 Forms of assessment

The Chartership Board will determine an appropriate method for the additional assessment of any application, where necessary, which may include one or more of the following:

- (a) a request for additional written information and/or documentary evidence
- (b) a professional interview of the candidate

4.3 Admission to the Register

The date of admission to the register will normally be that on which the Board accepts the application.

Once admitted to the Register you must remain in membership of CILIP to retain the use of the post nominal letters MCLIP and to describe yourself as a Chartered Member.

5 Appeals

Candidates whose applications are rejected have a right of appeal according to procedures approved by Council. A copy of the Appeals procedures will be sent to unsuccessful candidates. (See Appendix 1 to these Regulations.)

6 Progression to Fellowship

Fellowship is the highest level of professional qualification awarded by CILIP. It is open to all Chartered Members who will normally have completed six years as a Chartered Member.

7 Appendices

Appendix 1 Appeals procedure: Chartered Membership

- 1) An appeal may be made against a decision of the Chartership Board not to accept a candidate's Application for Chartered Membership submitted for the purpose of gaining admission to the Register.
- 2) A candidate whose submission is not accepted will be sent the following documents by Recorded Delivery:
 - (a) A letter informing the candidate of the decision and the date of the Board meeting at which it was made.
 - (b) Copies of the written reports of Board members setting out the reasons for rejection.
 - (c) Copies of the reports of Regional Assessors if an interview was held.
 - (d) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Board must do so within six weeks of the date of receipt of the Recorded Delivery letter referred to in 2. The Appeal must be made in writing to the Chief Executive, or to his/her Deputy.
- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Board was biased or incorrect due to no fault of the candidate and that the Board did not know this at the time it took its decision.
 - (b) That the Board failed to follow its own published procedures and that this materially affected its decision.
- 5) The Chief Executive will decide whether there is a prima facie case for appeal. Where there is not he/she will inform the candidate of the reason for his/her ruling. In such cases there will be no further appeal.

- 6) Where there is a prima facie case for appeal, the Chief Executive will select a panel of three from up to twelve Chartered members, not members of the Chartership Board, chosen annually by Council from among its membership for this purpose.
- 7) The Chief Executive will set a date for the hearing of the Appeal to take place within six weeks of the date of receipt of the candidate's written Appeal.
- 8) The Chief Executive will send to each member appointed to the Appeal Panel a copy of the candidate's submission on his/her professional development, the papers sent to the candidate referred to in 2 above, and any papers sent by the candidate in support of his/her Appeal.
- 9) The candidate will be invited to attend the hearing of the Appeal and may be accompanied by a supporter. The Chair of the Chartership Board and the Head, Qualifications and Professional Development Department (or the nominee of either) should be present to represent the Board and its office based procedures. The Chief Executive should be present at all times to ensure that the Panel only consider matters appropriate to the Appeal and to offer advice.
- 10) At an Appeal Panel hearing the matters for consideration will be limited to:
 - (a) Evidence from the candidate concerning the grounds for the Appeal, and details of how the information and/or procedures were faulty. The candidate should offer the correct information to the Panel. Panel members may question both the candidate and the representative of the Chartership Board. The Board representative should explain the reasons for any failure to comply with published procedures.
 - (b) The candidate may ask the supporter to speak on matters concerning the grounds for the Appeal. The supporter may not assist (or speak for) the appellant in answering professional questions put by the Panel.
 - (c) The Panel will be concerned solely to test the candidate's claim that the Board used faulty information, biased statements or failed in its own procedures.
- 11) Where the Panel finds that the candidate's claim as set out in 10(c) has not been substantiated the Appeal must fail since the Board may not be challenged on other grounds.
- 12) Where the Panel finds that the candidate has made the case they will instruct the Board to review the matter. The Panel will give precise instructions to the Board as to the evidence which must be considered, and what must be discounted. The Chair of the Panel (with assistance from the Chief Executive) will detail the evidence accepted by the Panel. The evidence and decision cannot be challenged by the Board.
- 13) The Board will review the case at its next meeting after the Appeal Panel hearing. The Board will give written details of its decision to the Chief Executive and the Chair of the Professional Development Committee.
- 14) The Chief Executive will inform the candidate of the final decision of the Board.
- 15) All candidates are eligible to reapply. No candidate will have to wait longer than one year to reapply for Chartered Membership from the date of the original board decision.

Section 3: Chartered Fellow

Regulations drawn up under Bye-law 11

1 Admission requirements

- 1.1 Normally, applicants for Fellowship will be Chartered Members who have either:
- (i) completed a period of not less than 6 years on the Register of Chartered Members of CILIP
 - or*
 - (ii) completed two successful consecutive cycles of revalidation
- 1.2 Exceptionally, Associate Members who are not Chartered may apply for Fellowship provided that evidence is produced of having reached a level of professional development commensurate with that required for the award of Chartered Membership, followed by a period of subsequent professional practice and development comparable in duration and quality with the minima required of Chartered Members admitted to Fellowship. This may have been gained in another discipline

2 Membership

All applicants for admission to the Register of Fellows must:

- (i) be current members at the time that they submit an application for assessment
- and*
- (ii) have been in membership of CILIP for a minimum of one year at the time that they submit an application for assessment.

3 Applications

3.1 Form of application

Application may be made by submitting documentary or other evidence of any appropriate kind. Each candidate will submit a portfolio including:

- Curriculum Vitae
- A brief supporting statement setting out the grounds on which the candidate believes Fellowship should be awarded. The statement should be no more than 500 words.
- One copy of each document or other evidence presented in support of the application
- Written support from other Chartered members or senior colleagues who can comment on an applicants suitability for admission to the Register of Fellows

In addition, candidates who are applying on the basis of successful completion of two consecutive cycles of revalidation must also include:

- Evidence of successful participation in the Revalidation Scheme (see Regulation 1.1(ii))

3.2 Presentation

- a. Applications may be submitted in the English or Welsh language.
- b. Three copies of the Curriculum Vitae, supporting statement and written support together with one copy of each document or other evidence must be provided

- c. The documents should normally be word-processed or in electronic format and be accompanied by the appropriate form.

All applications should be accompanied by the appropriate fee, to be determined annually by CILIP AGM.

4 Assessment

All applications are assessed by the CILIP Chartership Board that is appointed by CILIP Council.

Assessment will be carried out against clearly identified criteria to ensure transparency and consistency of practice to all candidates.

All applicants will be notified of the outcome in writing within 10 working days of the date of the Chartership Board meeting. All documents will be returned to successful applicants once election to the Register has been confirmed.

4.1 Criteria for assessment

All applications will be assessed against the same criteria. Candidates must demonstrate the following:

- 1 Evidence of substantial achievement in professional practice
- 2 evidence of significant contribution to all or part of the profession*
- 3 evidence of active commitment to continuing professional development.

**-The activities that support this criteria may either reflect the candidate's contribution to a broad area of professional work or to work in a very specific and specialised context.*

4.2 Forms of Assessment

The Chartership Board will determine an appropriate method for the additional assessment of any application, which may include one or more of the following:

- (a) reference of submitted work to expert referees
- (b) professional interview of the candidate
- (c) visits to inspect buildings or services.

4.3 Admission to the Register

Date of Registration as a Fellow will normally be that on which the Board accepts the application.

Once admitted to the Register you must remain in membership of CILIP in order to retain your post-nominal letters and to describe yourself as a Chartered Fellow.

5 Appeals

Candidates whose applications are rejected have a right of appeal, following the procedures approved by Council. Any candidate whose submission is rejected by the Board will automatically receive a copy of the Appeals procedure. (See Appendix 1 to these Regulations)

Appendix 1 Appeals Procedure – Fellowship

- 1) An Appeal may be made against a decision of the Chartership Board not to accept a candidate's application for the award of Fellowship.
- 2) A candidate whose application is not accepted will be sent the following documents by Recorded Delivery:-

- (a) a letter informing the candidate of the decision and the date of the Board meeting at which it was made
 - (b) the written reports of Board members, setting out the reasons for rejection
 - (c) copies of the reports of Regional Assessors (if applicable)
 - (d) a copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Board must do so within six weeks of the date of receipt of the Recorded Delivery letter referred to in 2. The Appeal must be made in writing to the Chief Executive, or to his/her Deputy.
- 4) The only grounds on which an Appeal may be made are:
 - (1) that all or part of the information used by the Board was biased or incorrect due to no fault of the candidate and that the Board did not know this at the time it took its decision
 - (2) that the Board failed to follow its own published procedures and that this materially affected its decision.
- 5) The Chief Executive will decide whether there is a prima facie case for appeal. Where there is not he/she will inform the candidate of the reason for his/her ruling. In such cases there will be no further appeal.
- 6) Where there is a prima facie case for appeal, the Chief Executive will select a panel of three from up to 12 Chartered members, not members of the Chartership Board, chosen annually by Council from among its membership for this purpose.
- 7) The Chief Executive will set a date for the hearing of the Appeal to take place within six weeks of the date of receipt of the candidate's written Appeal.
- 8) The Chief Executive will send to each member appointed to the Appeal Panel a copy of the candidate's application and supporting documents, the papers sent to the candidate referred to in 2 above, and any papers sent by the candidate in support of his/her Appeal.
- 9) The candidate will be invited to attend the hearing of the Appeal and may be accompanied by a 'supporter'. The Chair of the Chartership Board and the Head, Qualifications and Professional Development Department (or the nominee of either) should be present to represent the Board and its office based procedures. The Chief Executive should be present at all times to ensure that the Panel only consider matters appropriate to the Appeal, and to offer advice.
- 10) At an Appeal Panel hearing the matters for consideration will be limited to:
 - (i) evidence from the candidate concerning the grounds for the appeal, and details of how the information and/or procedures were faulty. The candidate should offer the correct information to the Panel. Panel members may question both the candidate and the representative of the Chartership Board. The Board representative should explain the reasons for any failure to comply with published procedures
 - (ii) the candidate may ask the 'supporter' to speak on matters concerning the grounds for the Appeal. The 'supporter' may not assist (or speak for) the appellant in answering professional questions put by the Panel
 - (iii) the Panel will be concerned solely to test the candidate's claim that the Board used faulty information, biased statements or failed in its own procedures.
- 11) Where the Panel finds that the candidate's claim as set out in 10(iii) has not been substantiated the Appeal must fail since the Board may not be challenged on other grounds.
- 12) Where the Panel finds that the candidate has made the case they will instruct the Board to review the matter. The Panel will give precise instructions to the Board as to the evidence which must be considered, and what must be discounted. The Chair of the Panel (with assistance from the Chief Executive) will detail the evidence accepted by the Panel. The evidence and decision cannot be challenged by the Board.

- 13) The Board will review the case at its next meeting after the Appeal Panel hearing. The Board will give written details of its decision to the Chief Executive and the Chair of the Professional Development Committee.
- 14) The Chief Executive will inform the candidate of the final decision of the Board.
- 15) All candidates are eligible to reapply. No candidate will have to wait longer than one year to reapply for Fellowship from the date of the original board decision.

Section 4: CILIP Revalidation Scheme

Regulations drawn up under Bye-law 11

1 Registration

All applicants must:

- (i) be current Chartered Members of CILIP and have worked in library or information work for a minimum of three years full-time equivalent since Chartering
- (ii) must have remained in membership throughout the period covered by the application for revalidation

2 Application

2.1 Form of application

Each applicant will submit a portfolio including:

- a. Application form
- b. Curriculum vitae
- c. Personal statement reflecting outcomes of professional development across the Body of Knowledge achieved since gaining Chartership or the previous successful revalidation. (CILIP will provide the template) The statement should be no more than 1000 words.
- d. Evidence of training or professional activity since gaining Chartership or the previous successful revalidation
- e. A supporting letter which should evidence achievement. Normally this letter should be provided by a Chartered Member or an appropriate senior colleague.

2.2 Submission

All submissions must be in the English or Welsh language.

The CV and personal statement should be word-processed.

The application form should be on the designated form

Electronic submission is welcomed, but copies of certificates and other documentary evidence may be sent by post, accompanied by a copy of your application form.

All applications should be accompanied by the appropriate fee, to be determined annually by CILIP AGM.

The documentation should be submitted to a named Officer of the Member's Branch or Home Nation. A list of Officers is available at the CILIP website at www.cilip.org.uk/ or from the Qualifications and Professional Development Department.

Overseas members should submit their applications to the Qualifications and Professional Development Department in the first instance.

All applications (electronic and hard copy) will be stored and treated in a confidential manner by CILIP Assessment Panels.

3 Assessment

Each submission will normally be assessed by CILIP Assessment Panels in the Member's Branch or Home Nation.

Assessment will be carried out against clearly identified criteria to ensure transparency and consistency of practice to all applicants from all sectors and geographical regions.

All applicants will be notified of the outcome in writing within 10 working days of the date of the assessment meeting. All documents will be returned to successful applicants once Revalidation has been confirmed.

3.1 Criteria of assessment

All applications will be assessed against the same criteria. Candidates must demonstrate the following:

- 1 Critical evaluation of personal learning outcomes from a range of training and development activities
- 2 Increased competence in a range of professional skills and, where appropriate, management skills, developed through professional practice
- 3 Evidence of continuing professional development through reading, participation in professional affairs, and contribution to or attendance at courses/ conferences

The activities that support these criteria may either reflect the candidate's participation in a broad area of professional work or, work in a very specific and specialised context

3.2 Forms of assessment

The CILIP Assessment Panel will determine a method for the additional assessment of any application, where necessary, which may include either of the following:

- (a) a request for additional written information or documentary evidence
- (b) a request for the candidate to attend an interview

4 Appeals

Candidates whose applications are rejected have a right of appeal according to procedures approved by Council. A copy of the Appeals Procedures will be sent to unsuccessful candidates. (See Appendix 1 to these Regulations.)

5 Progression to Fellowship

Chartered Members who have successfully completed two consecutive cycles of revalidation are eligible to apply for Fellowship.

Fellowship is the highest level of professional qualification awarded by CILIP. Information on applying for Fellowship can be found at www.cilip.org.uk/.

6 Appendices

Appendix 1 Appeals Procedure – Revalidation

- 1) An appeal may be made against a decision of the Assessment Panel not to accept a candidate's Application for Revalidation.
- 2) A candidate whose submission is not accepted will be sent the following documents by Recorded Delivery:
 - (a) a letter informing the candidate of the decision and the date of the Assessment Panel meeting at which it was made
 - (b) a summary of the points made at the Assessment Panel meeting and copies of the assessment documents of Panel members, setting out the reasons for rejection
 - (c) a copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Assessment Panel must do so within six weeks of the date of receipt of the Recorded Delivery letter referred to in 2. The Appeal must be made in writing to the Chief Executive.

- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Assessment Panel was biased or incorrect due to no fault of the candidate and that the Panel did not know this at the time it took its decision.
 - (b) That the Assessment Panel failed to follow its own published procedures and that this materially affected its decision.
- 5) The Chief Executive will decide whether there is a prima facie case for appeal. Where there is not s/he will inform the candidate of the reason for his ruling. In such cases there will be no further appeal.
- 6) Where there is a prima facie case for appeal the Chief Executive will select an Appeal Panel of three from a panel chosen annually by Council from amongst its membership for this purpose. (These may not be members of a CILIP Assessment Panel, or the Chartership Board).
- 7) The Chief Executive will set a date for the hearing of the Appeal to take place within six weeks of the date of receipt of the candidate's written Appeal.
- 8) The Chief Executive will send to each member appointed to the Appeal Panel a copy of the candidate's portfolio submission, the papers sent to the candidate referred to in 2 above, and any papers sent by the candidate in support of his/her Appeal.
- 9) The candidate will be invited to attend the hearing of the Appeal and may be accompanied by a supporter. A representative of the CILIP Assessment Panel and the Head, Qualifications and Professional Development Department (or the nominee of either) should be present to represent the Assessment Panel and its office based procedures.
- 10) At an Appeal Panel hearing the matters for consideration will be limited to:
 - (a) Evidence from the candidate concerning the grounds for the Appeal, and details of how the information and/or procedures were faulty. The candidate should offer the correct information to the Appeal Panel. Panel members may question both the candidate and the representative of the Assessment Panel.

The Assessment Panel representative should explain the reasons for any failure to comply with published procedures.
 - (b) The candidate may ask the supporter to speak on matters concerning the grounds for the Appeal. The supporter may not assist (or speak for) the appellant in answering professional questions put by the Panel.
 - (c) The Appeal Panel will be concerned solely to test the candidate's claim that the Assessment Panel used faulty information, biased statements or failed in its own procedures.
- 11) Where the Appeal Panel finds that the candidate's claim as set out in 10(c) has not been substantiated the Appeal must fail since the Assessment Panel may not be challenged on other grounds.
- 12) Where the Appeal Panel finds that the candidate has made the case they will instruct the Assessment Panel to review the matter. The Appeal Panel will give precise instructions to the Assessment Panel as to the evidence which must be considered, and what must be discounted. The Chair of the Appeal Panel will detail the evidence accepted by the Panel. The evidence and decision cannot be challenged by the Assessment Panel.
- 13) The Assessment Panel will review the case at its next meeting after the Appeal Panel hearing. The Panel will give written details of its decision to the Chief Executive and the Chair of the Professional Development Committee.
- 14) The Chief Executive will inform the candidate of the final decision of the Assessment Panel.

- 15) All candidates are eligible to reapply. No candidate will have to wait longer than one year to reapply for Revalidation

Appendix B

Ethical Principles — established July 2004

Code of Professional Practice — established July 2004

CILIP Disciplinary Regulations — established February 2005 – amended
September 2011

Introduction

Library and information professionals are frequently the essential link between information users and the information or piece of literature which they require. They therefore occupy a privileged position which carries corresponding responsibilities. In addition, whether they are self-employed or employed, their position is sometimes a sensitive one, which may impose a need to balance conflicting requirements.

The purpose of the Principles and Code which follow this introduction is to provide a framework to help library and information professionals, who are members of CILIP, to manage the responsibilities and sensitivities which figure prominently in their work. There is a statement of *Ethical Principles* and a more extended *Code of Professional Practice*, which applies these principles to the different groups and professionals to which our members must relate. The *Code* also makes some additional points with regard to professional behaviour. Given the diversity of the information profession, it is inevitable that not every statement in the *Code of Professional Practice* will be equally applicable to every member of CILIP. However, the *Ethical Principles* ought to command more general support, even though some members may not feel the force of each one of them to the same extent in their day-to-day experience. The *Principles* and *Code* assume that respect for duly enacted law is a fundamental responsibility for everybody.

By the terms of its Royal Charter, CILIP has a responsibility to 'the public good'. It is therefore anticipated that our *Ethical Principles* and our *Code of Professional Practice* may be of interest well beyond the immediate limits of the membership of CILIP, both to those whose work bears close comparison with ours, and also to those who may, from time to time, want a clear statement of our ethical principles and what we consider to be good professional practice.

Associated with these *Principles* and *Code*, there is a growing collection of practical examples, illustrating how information professionals and others can use the *Principles* and *Code* to help them cope with ethical dilemmas they may face. In further support of the *Principles* and *Code*, CILIP has established an Ethics Panel of experienced members of the profession, and they and the professional staff of CILIP are available to members who may need additional help in resolving ethical issues.

CILIP's Disciplinary Regulations provide that a Member will be guilty of professional misconduct if he/she has acted contrary to the aims, objects and interests of CILIP or in a manner unbecoming or prejudicial to the profession. In reaching decisions under the Disciplinary Procedure, regard will be had to the *Statement of Ethical Principles* and the *Code of Professional Practice* and Members should therefore be aware that failure to comply with the *Principles* and *Code* may, depending on the circumstances, be a ground for disciplinary action.

Ethical Principles for Library and Information Professionals

The conduct of members should be characterised by the following general principles, presented here in no particular order of priority:

1. Concern for the public good in all professional matters, including respect for diversity within society, and the promoting of equal opportunities and human rights.
2. Concern for the good reputation of the information profession.
3. Commitment to the defence, and the advancement, of access to information, ideas and works of the imagination.
4. Provision of the best possible service within available resources.
5. Concern for balancing the needs of actual and potential users and the reasonable demands of employers.
6. Equitable treatment of all information users.
7. Impartiality, and avoidance of inappropriate bias, in acquiring and evaluating information and in mediating it to other information users.
8. Respect for confidentiality and privacy in dealing with information users.
9. Concern for the conservation and preservation of our information heritage in all formats.
10. Respect for, and understanding of, the integrity of information items and for the intellectual effort of those who created them.
11. Commitment to maintaining and improving personal professional knowledge, skills and competences.
12. Respect for the skills and competences of all others, whether information professionals or information users, employers or colleagues.

Code of Professional Practice for Library and Information Professionals

This Code applies the ethical principles to the different groups and interests to which CILIP members must relate. The Code also makes some additional points with regard to professional behaviour. The principles and values will differ in their relative importance according to context.

A Personal Responsibilities

People who work in the information profession have personal responsibilities which go beyond those immediately implied by their contract with their employers or clients. Members should therefore:

1. strive to attain the highest personal standard of professional knowledge and competence
2. ensure they are competent in those branches of professional practice in which qualifications and/or experience entitle them to engage by keeping abreast of developments in their areas of expertise
3. claim expertise in areas of library and information work or in other disciplines only where their skills and knowledge are adequate

B -Responsibilities to Information and its Users

The behaviour of professionals who work with information should be guided by a regard for the interests and needs of information users. People working in the information profession also need to be conscious that they have responsibility for a growing heritage of information and data, irrespective of format. This includes works of the imagination as well as factual data. Members should therefore:

1. ensure that information users are aware of the scope and remit of the service being provided
2. make the process of providing information, and the standards and procedures governing that process, as clear and open as possible
3. avoid inappropriate bias or value judgements in the provision of services
4. protect the confidentiality of all matters relating to information users, including their enquiries, any services to be provided, and any aspects of the users' personal circumstances or business
5. deal fairly with the competing needs of information users, and resolve conflicting priorities with due regard for the urgency and importance of the matters being considered
6. deal promptly and fairly with any complaints from information users, and keep them informed about progress in the handling of their complaints.
7. ensure that the information systems and services for which they are responsible are the most effective, within the resources available, in meeting the needs of users
8. ensure that the materials to which they provide access are those which are most appropriate to the needs of legitimate users of the service
9. defend the legitimate needs and interests of information users, while upholding the moral and legal rights of the creators and distributors of intellectual property
10. respect the integrity of information sources, and cite sources used, as appropriate
11. show an appropriate concern for the future information needs of society through the long term preservation and conservation of materials as required, as well as an understanding of proper records management.

C -Responsibilities to Colleagues and the Information Community

The personal conduct of information professionals at work should promote the profession in the best possible manner at all times. Members should therefore:

1. act in ways that promote the profession positively, both to their colleagues and to the public at large
2. afford respect and understanding to other colleagues and professionals and acknowledge their ideas, contributions and work, wherever and whenever appropriate
3. refer to colleagues in a professional manner and not discredit or criticise their work unreasonably or inappropriately
4. when working in an independent capacity, conduct their business in a professional manner that respects the legitimate rights and interests of others
5. encourage colleagues, especially those for whom they have a line-management responsibility, to maintain and enhance their professional knowledge and competence
6. refrain from ascribing views to, or speaking on behalf of, CILIP, unless specifically authorised to do so
7. report significant breaches of this *Code* to the appropriate authorities¹

8. refrain from any behaviour in the course of their work which might bring the information profession into disrepute.

D Responsibilities to Society

One of the distinguishing features of professions is that their knowledge and skills are at the service of society at large, and do not simply serve the interests of the immediate customer. Members should therefore:

1. consider the public good, both in general and as it refers to particular vulnerable groups, as well as the immediate claims arising from their employment and their professional duties
2. promote equitable access for all members of society to public domain information of all kinds and in all formats
3. strive to achieve an appropriate balance within the law between demands from information users, the need to respect confidentiality, the terms of their employment, the public good and the responsibilities outlined in this Code
4. encourage and promote wider knowledge and acceptance of, and wider compliance with, this Code, both among colleagues in the information professions and more widely among those whom we serve.

E Responsibilities as Employees

Members who are employed have duties that go beyond the immediate terms of their employment contract. On occasion these may conflict with the immediate demands of their employer but be in the broader interest of the public and possibly the employer themselves.² Members should therefore:

1. develop a knowledge and understanding of the organisation in which they work and use their skills and expertise to promote the legitimate aims and objectives of their employer
2. avoid engaging in unethical practices during their work and bring to the attention of their employer any concerns they may have concerning the ethics or legality of specific decisions, actions or behaviour at work.

1 -The appropriate authority will vary depending on the context of the case. It may be CILIP, the employer, a regulatory body or an officer managing the 'whistle-blowing' procedure or some other body. It is not possible to be prescriptive.

2 -It is recognised that sometimes Members, acting as a representative of employers, have to make decisions that may impact adversely on levels of service or the employment of staff. This is not in itself unethical behaviour but there might be circumstances in which it could be - the lawfulness of the action or the way it is managed, for instance.

CILIP Disciplinary Regulations

PREAMBLE

Professional practice is shaped by two key elements: knowledge and skills; ethics and conduct. As the regulatory body for library and information practice in the UK, CILIP provides a Framework of Qualification and Accreditation to benchmark the knowledge and skills of professional practitioners. CILIP also prescribes a set of ethical principles and a Code of Professional Conduct to benchmark the behaviour of professional practitioners. These Disciplinary Regulations set out the procedures to be followed when a complaint is made about the professional conduct of a CILIP Member.

INTRODUCTION

1. These regulations were made by the Council on [date to be added]. They came into force on that date, superseding all previous disciplinary regulations.
2. These regulations set out the procedures to be followed in the investigation and adjudication of any complaint that a Member may have acted in a manner contrary to the aims, objects and interests of CILIP or otherwise contrary to its Charter, Bye-Laws or Regulations, or in a manner prejudicial to his/her professional status or the reputation of CILIP. They are intended therefore to cover issues relating to the professional conduct of a Member. It will not normally be within the scope of these regulations to consider alleged grievances against a Member which are of an employment or contractual nature.
3. Members are required to comply at all times with the ethical principles and Code of Professional Practice prescribed and published by CILIP. At all stages of these disciplinary procedures, regard will be had to any such ethical principles and/or Code of Professional Practice in force at the time of the conduct which is the subject of the complaint. Failure to comply with any such ethical principles or Code may be a ground for disciplinary action.
4. These regulations relate to the conduct of Individual Members (but not Organisation Members) of CILIP.
5. There are broadly four stages to these Regulations: (1) a complaint is made and investigated; (2) if there is a case to answer, a consent order may be offered or a disciplinary hearing is held; (3) there is a right of appeal against the outcome of a disciplinary hearing; and (4) a decision to suspend or expel a Member must also be endorsed by the Council.

INVOKING THE DISCIPLINARY PROCEDURE

6. A member of CILIP or any other person may make a formal complaint in writing to CILIP (by email or letter to the Chief Executive) concerning the professional conduct of a Member.
7. The Chief Executive (or his/her nominee) shall if possible acknowledge a formal complaint within seven working days of receipt.
8. Where the Chief Executive (in consultation with the President) deems it appropriate, the complaint will be investigated under these regulations provided that it is made within six months from the time when it arose.
9. CILIP can itself initiate a complaint where the Chief Executive becomes aware of any fact or matter concerning the professional conduct of a Member which in his/her opinion (in consultation with the President) warrants investigation under these regulations.

GROUNDS FOR DISCIPLINARY ACTION

10. It shall be a ground for disciplinary action if a Member is guilty of professional misconduct. This is defined as a Member having acted:
 - (i) contrary to the aims, objects and interests of CILIP, or otherwise contrary to its Charter, Bye-Laws or Regulations or
 - (ii) in a manner prejudicial to his/her professional status or the reputation of CILIP.

STAGE I - DISCIPLINARY INVESTIGATION

APPOINTMENT OF AN INVESTIGATING OFFICER

11. Where a complaint or matter is to be investigated, the President shall appoint an Investigating Officer to consider the matter further.
12. The Investigating Officer shall be a member of the Disciplinary Panel (other than the President and Chair) who has no interest in the matter and has received appropriate training in the role.
13. Notwithstanding the requirement for the annual appointment of members to the Disciplinary Panel, an Investigating Officer shall continue in that role until the matter he/she was appointed to deal with has been concluded.

DUTIES AND POWERS OF THE INVESTIGATING OFFICER

14. The Investigating Officer shall consider the matter and decide whether or not in his/her opinion there is a case to be answered, and if there is then whether to proceed under paragraph 20(ii) or (iii) below.
15. In considering the matter, the Investigating Officer shall make such inquiries as he/she considers necessary to establish the facts and circumstances by whatever means he/she considers appropriate, including requesting a response from the Member within a specified period of not less than ten working days.
16. The Member shall be informed, upon the raising of any questions with him/her, that such questions are asked in connection with possible disciplinary proceedings.
17. The Member is expected to comply with the reasonable requirements of the Investigating Officer.
18. The identity of the complainant shall be made known to the Member unless the Investigating Officer determines that there are compelling reasons why the complainant should not be identified taking into account, amongst other things, the need for the Member to fully understand the nature of the complaint against him/her.
19. The Investigating Officer shall seek to complete his/her inquiries within thirty working days of the matter being referred to him/her. CILIP will keep the complainant and the Member informed of the timetable.
20. Upon completion of the investigation, the Investigating Officer shall decide whether in his/her opinion:
 - (i) there is no case to answer; or
 - (ii) there is a case to answer and the Member to be invited to consent to a disciplinary order imposing a written warning and/or written reprimand under paragraph 30 below; or

- (iii) there is a case to answer and the matter to proceed to a disciplinary hearing under paragraph 31 below.

THE INVESTIGATING OFFICER'S DECISION – NO CASE TO ANSWER

- 21. If the Investigating Officer decides that there is no case to answer, the complainant (if applicable) will be informed, giving him/her brief written reasons for the decision and notifying him/her in writing of his/her right to request a review of the decision.
- 22. CILIP shall at the same time inform the Member of the decision in writing with brief written reasons, advising him/her that the complainant has the right to ask for a review of the decision, and therefore that the matter may be reviewed.

REVIEW OF DECISION

- 23. Provided the complainant makes his/her request for a review in writing and within twenty working days from the date of the notification sent to him/her under paragraph 21 above, the Investigation Officer's decision will be reviewed by the Vice-President or if he/she is not available, by a Past President ("the reviewer").
- 24. The Investigation Officer's decision will be reviewed on the basis of the written request for the review together with the papers that were before the Investigating Officer when he/she reached his/her decision. If possible, the review will be carried out within thirty working days of receipt of the request for a review.
- 25. The outcome of the review will be:
 - (i) To confirm the decision of the Investigating Officer that there is no case to answer; or
 - (ii) To remit the matter back to the Investigating Officer for reconsideration if the reviewer is of the opinion that one or more of the following apply:
 - (a) Fresh evidence of a material nature has become available to the complainant since the Investigation Officer's decision; or
 - (b) The Investigating Officer's decision was not one which could reasonably have been arrived at upon due consideration of the facts and matters before him/her; or
 - (c) The Investigating Officer was biased; or
 - (d) The Investigating Officer did not adequately investigate the complaint in accordance with these regulations.
- 26. CILIP shall inform both the Member and the complainant of the review decision. There shall be no right of appeal by any party against the review decision.
- 27. Where the reviewer remits the matter for reconsideration under paragraph 25(ii) c above, the President shall appoint a different Investigating Officer to reconsider the matter.
- 28. In reconsidering any matter, the Investigating Officer must have regard to any written reasons given by the reviewer for remitting the matter.
- 29. If, after reconsideration of the matter, the Investigating Officer decides again that there is no case to answer, there shall be no further right of review.

THE INVESTIGATING OFFICER'S DECISION – CASE TO ANSWER (WITH OFFER OF CONSENT ORDER)

- 30. If the Investigating Officer decides that there is a case to answer under paragraph 20(ii) above:

- 30.1 CILIP will write to the Member outlining the alleged conduct or circumstances alleged to amount to professional misconduct with brief written reasons for the decision, inviting him/her to respond in writing within 20 working days consenting to a disciplinary order imposing a written warning and/or a written reprimand (but no other form of disciplinary action).
- 30.2 If the Member gives his/her written consent within 20 working days, CILIP will make the disciplinary order as proposed by CILIP and consented to by the Member.
- 30.3 If the Member either refuses consent or does not reply within 20 working days, the matter will proceed to a hearing under paragraph 31 below.
- 30.4 CILIP will keep the complainant informed of actions taken under this paragraph with brief written reasons for any disciplinary order made under paragraph 30.2 above.

The Investigating Officer's decision – Case to answer (at disciplinary hearing)

31. If the Investigating Officer decides that there is a case to answer under paragraph 20(iii) above (or if paragraph 30.3 applies):
 - 31.1 CILIP will inform the Member and the complainant in writing that the matter will proceed to a disciplinary hearing.
 - 31.2 The matter will be referred to the Chair of the Disciplinary Panel.

STAGE II- DISCIPLINARY HEARING

32. Upon receiving a referral under paragraph 31.2 above, the Chair of the Disciplinary Panel shall appoint a Disciplinary Hearing Group (DHG) to hear the matter.

COMPOSITION OF THE DISCIPLINARY HEARING GROUP (DHG)

33. In each case, the DHG shall comprise any three members of the Disciplinary Panel, including the Chair of the Disciplinary Panel, who have not served in the same matter and who have no interest in the matter.
34. The Chair of the Disciplinary Panel shall chair the DHG. If the Chair of the Disciplinary Panel has an interest in the matter or if for any other reason he/she is unable to sit on the DHG, he/she will nominate a third member of the DHG in his/her place (from among the members of the Disciplinary Panel) and will then nominate one of the three members of the DHG to serve as Chair.
35. Notwithstanding the requirement for the annual appointment of members to the Disciplinary Panel, a DHG shall continue with its original membership until it has concluded the matter it was appointed to deal with.

THE PARTIES IN THE PROCEEDINGS BEFORE THE DHG

36. The Investigating Officer shall, on behalf of CILIP, present the case before the DHG, and for this purpose may instruct a representative (who may be legally qualified). Any costs incurred are to be borne by CILIP.
37. The Member shall be entitled to be represented by any person (who may be legally qualified). Any costs incurred are to be borne by the Member.

PROCEDURE OF THE DHG

38. The hearing of the case shall be conducted as outlined below except where to do so would be unjust or inconvenient, in which case the Chair of the DHG may modify the procedure to the extent that he/she deems necessary, provided that the result is fair to the Member under complaint.

Procedure before the DHG

NOTIFICATION OF HEARING AND EXCHANGE OF INFORMATION

Following the appointment of the DHG, CILIP shall serve on the Member at least fifteen working days' written notice of the date, time and place of the hearing.

39. The notice referred to at paragraph 39 above shall include
40. particulars of the conduct or circumstances alleged by the Investigating Officer to amount to professional misconduct;
 - (i) a summary of the facts and matters relied upon by the Investigating Officer, including copies of any written statement and other document that it is proposed to put before the DHG;
 - (ii) the names and addresses of any witnesses whom the Investigating Officer intends to call in person and an outline of what each witness is expected to say;
 - (iii) an invitation to the Member to attend the hearing and/or to submit written representations for consideration by the DHG.
41. At least five working days prior to the date of the hearing, the Member shall:
 - (i) confirm whether or not he/she intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him/her.
 - (ii) submit:
 - (a) brief particulars of any defence intended to be made;
 - (b) a summary of the facts and matters that will be relied upon in that defence, including copies of any written statement and other document that he/she intends to refer to; and
 - (c) the names and addresses of any witnesses whom he/she intends to call in person and an outline of what each witness is expected to say.
42. Neither party shall, without the consent of the other or the permission of the DHG, rely on any statement or document or call any witness other than those provided or identified under paragraphs 40 and 41 above.

ADJOURNMENT

43. At the request of either party or at his/her own volition, the Chair of the DHG may, at any time, adjourn the hearing if satisfied that it is in the interests of justice so to do. An application for the adjournment of a hearing that has not begun may be agreed between the parties.
44. In the event that any member of the DHG (sitting at the hearing of a case) is unwilling or unable to hear an entire case and the matter cannot be dealt with by adjournment of the hearing, then the Chair of the Disciplinary Panel shall appoint a new DHG and the case shall be re-heard. Members of the DHG who sat previously and were not the member unable or unwilling to continue shall be eligible to be appointed to the new DHG.

The absence of the Member

45. If at the hearing the Member is not present in person or represented, the DHG may proceed to consider the matter in the Member's absence if it is satisfied that notice was properly served upon him/her in accordance with paragraphs 39 and 40 above.

JOINDER OF CASES

46. The DHG may hear two or more complaints against a Member at the same time.

JOINDER OF MEMBERS

47. The DHG may also hear complaints against two or more Members at the same time if it considers it just to do so.

PROOF AND EVIDENCE

48. (i) The burden of proving the alleged professional misconduct shall lie upon the Investigating Officer
- (ii) The professional misconduct shall be proved by the Investigating Officer on a balance of probabilities
- (III) The DHG shall not be bound by strict rules of evidence

PRIVATE HEARING

49. The hearing shall be conducted in private unless the Member requests otherwise (such request to be decided by the Chair of the DHG at his /her sole discretion) save that the complainant (where applicable) shall be permitted to attend unless the Chair of the DHG decides otherwise at his/her sole discretion.
50. The Chief Executive of CILIP or his/her nominee and such other persons as are reasonably required by CILIP for secretarial/recording purposes may also be in attendance at the hearing.

ORDER OF PROCEEDINGS

51. The order of proceedings for the hearing, unless the Chair of the DHG otherwise directs, will be as follows:
- (i) Submissions by, or on behalf of, the Investigating Officer;
 - (ii) Hearing of any witnesses called by the Investigating Officer followed by cross-examination of such witnesses by, or on behalf, of, the Member;
 - (iii) Submissions by, or on behalf of, the Member;
 - (iv) Hearing of any witnesses called by the Member followed by cross-examination of such witnesses by, or on behalf, of the Investigating Officer;
 - (v) Closing submissions by, or on behalf, of the Investigating Officer;
 - (VI) Closing submissions by, or on behalf, of the Member;
 - (vii) After retiring as necessary, the DHG shall advise the parties (if present) whether or not it finds any allegation of professional misconduct proven.

52. Members of the DHG may themselves at any stage question witnesses, parties or representatives as they think fit.

ORDER OF PROCEEDINGS FOLLOWING A FINDING OF PROFESSIONAL MISCONDUCT

53. The Investigating Officer shall, following a finding of professional misconduct, inform the DHG of any further circumstances known to CILIP, whether favourable or adverse to the Member that might be relevant to any course of action which the DHG might take.
54. The Member shall then be entitled to respond on the matter of disciplinary action.

DECISION

55. The DHG may, following a finding of professional misconduct, order any one or more courses of disciplinary action in accordance with paragraph 57 below.
56. Decisions of the DHG at all stages shall be made by a simple majority.

57. DISCIPLINARY ACTION

58. Any one or more of the following courses of disciplinary action may be ordered by the DHG as is considered appropriate (and on such terms and conditions and for such period as is considered appropriate) having regard to the nature and seriousness of the professional misconduct, the Member's character and past record, and to any other relevant circumstances:
- (1) a written warning and/or written reprimand; and/or
 - (2) a requirement for the Member to give a written undertaking as to future conduct; and/or
 - (3) a requirement for the Member to undertake specific training and/or to report regularly to or to seek guidance from a senior colleague; and/or
 - (4) suspension or removal of the Member from any office within CILIP, its groups and/or branches; and/or
 - (5) alteration of the membership status of the Member; and/or
 - (6) a recommendation to the Council that the Member be suspended from membership for a fixed period of time; or
 - (7) a recommendation to the Council that the Member be expelled from membership of CILIP.
59. If, notwithstanding its finding that the Member is guilty of professional misconduct, the DHG is of the opinion that in all the circumstances, no such order is appropriate, it may make no order.
60. The DHG may also, wherever it considers appropriate and whether or not it decides to order any disciplinary action, communicate to the Member its advice as to his/her future conduct.
61. Where the DHG determines to recommend to the Council that the Member be suspended or expelled from membership of CILIP, the Member shall be suspended from membership on an interim basis pending the Council's resolution in the matter, and during such interim suspension is entitled to no privileges of membership.

NOTIFICATION OF DECISION

62. CILIP shall serve on the Member written notice of the decision of the DHG together with any disciplinary action ordered as promptly as is practicable after the conclusion of the hearing, and whether or not the Member attended the hearing. Where there has been a finding of professional misconduct, the notice shall inform the Member of his/her right of appeal.

63. CILIP shall also inform the complainant of the decision of the DHG.

REASONS

64. The DHG shall also provide the Member with brief written reasons for the decision as soon as is practicable.

RECORDING

65. The proceedings before the DHG shall be recorded and a copy of the recording shall be provided to the Member upon written request by him/her and upon payment by him/her of the costs involved in making the copy.

STAGE III – APPEAL

RIGHT OF APPEAL

66. A Member may, on the grounds set out at paragraph 70 below, appeal to the Appeal Hearing Group against a finding of the DHG that he/she is guilty of professional misconduct and/or against any disciplinary action ordered by the DHG.

67. There is no right of appeal by a complainant against any aspect of a decision by the DHG.

NOTICE OF INTENTION TO APPEAL

68. Notice of intention to appeal shall be lodged with the CILIP Chief Executive in writing within five working days of service of the DHG's decision.

69. If notice of intention to appeal is lodged within the time permitted, the order of the DHG shall not take effect until the determination of the matter on appeal.

GROUND OF APPEAL

70. The Member shall be permitted a further ten working days to submit a written statement setting out the grounds upon which the appeal is brought and any facts and matters relied upon by him/her, including, where applicable, a description of any fresh evidence upon which the Member intends to rely.

71. An appeal may be made on the following grounds:

- (i) that the disciplinary hearing did not follow due process and/or
- (ii) there is fresh evidence of a material nature which for good reason was unavailable to the DHG, which might cause the Appeal Hearing Group to reconsider the DHG's finding of professional misconduct and/or the disciplinary action ordered by the DHG.

72. CILIP shall inform the complainant where a notice of intention to appeal/grounds of appeal are lodged by the Member.

APPOINTMENT AND COMPOSITION OF THE APPEAL HEARING GROUP (AHG)

73. When an appeal is made on grounds set out at paragraph 70 above, the President shall establish an AHG of three persons to hear the appeal and shall appoint one of those three persons as the Chair of the AHG.

74. The three persons shall be drawn from the members of the Disciplinary Panel who have had no previous involvement with the disciplinary case which is under appeal, and have no interest in the matter.

75. Notwithstanding the requirement for the annual appointment of members to the Disciplinary Panel, an AHG shall continue with its original membership until the appeal of the matter it was appointed to deal with has been concluded.

THE PARTIES IN PROCEEDINGS BEFORE THE AHG

76. The Member shall be the Appellant at this stage and he/she shall be entitled to be represented by any person (who may be legally qualified). Any costs are to be borne by the Member.
77. The Investigating Officer shall act on behalf of CILIP as respondent to the Appeal and for this purpose may instruct a representative (who may be legally qualified). Any costs will be borne by CILIP.

PROCEDURE BEFORE THE AHG

78. On an appeal, the AHG shall consider the Member's Grounds of Appeal together with any fresh evidence of a material nature which for good reason was unavailable to the DHG; and such other material as the Chair of the AHG considers appropriate, which will usually include the record of the hearing before the DHG, and the documents, statements and other evidence produced to the DHG.
79. The hearing of an appeal before the AHG shall be conducted as outlined below except where to do so would be unjust, in which case Chair of the AHG may modify the procedure to the extent that he/she deems necessary provided the result is fair to the Member.

Procedure for an Appeal

NOTIFICATION OF HEARING AND EXCHANGE OF INFORMATION

80. Following the appointment of an AHG, CILIP shall serve on the Member (at this stage the Appellant) at least fifteen working days' written notice of the date, time and place of the appeal hearing. Normally the appeal hearing should be held if possible within forty working days of receipt of the Member's Notice of Intention to Appeal.
81. At least ten working days prior to the date of the hearing, the Appellant shall:
- (i) confirm whether or not he/she intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him/her.
 - (ii) if he/she wishes to adduce fresh written evidence or to call any fresh witness evidence, submit (with an explanation as to why such evidence was previously unavailable):
 - (a) any such fresh written evidence that he/she wishes to rely upon;
 - (b) the names and addresses of any witnesses whom he/she wishes to call in person to give any fresh evidence, and an outline of what each witness is expected to say.
82. At least five working days prior to the date of the hearing, the Investigating Officer shall provide the Appellant with any fresh evidence which he/she wishes to rely upon in light of the appeal, together with the names and addresses of any witnesses which he/she wishes to call in person and an outline of what each witness is expected to say.

ADJOURNMENT

83. At the request of a party or at his/her own volition, the Chair of the AHG may at any time adjourn the appeal hearing if satisfied that it is in the interests of justice to do so. An application for the adjournment of an appeal hearing that has not begun may be agreed between the parties.
84. In the event that any member of the AHG (sitting at the hearing of a case) is unwilling or unable to hear an entire case and the matter cannot be dealt with by adjournment of the hearing, then the President shall appoint a new AHG and the case shall be re-heard. Members of the AHG who sat previously and were not the member unable or unwilling to continue shall be eligible to be appointed to the new AHG.

THE ABSENCE OF THE APPELLANT

85. If at the appeal hearing, the Appellant is not present in person or represented, the AHG may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him/her in accordance with paragraph 79 above.

Private Hearing

86. The hearing shall be conducted in private unless the Appellant requests otherwise (such request to be decided by the Chair of the AHG at his /her sole discretion) save that the complainant (where applicable) shall be permitted to attend unless the Chair of the AHG decides otherwise at his/her sole discretion.
87. The Chief Executive of CILIP or his/her nominee and such other persons as are reasonably required by CILIP for secretarial/recording purposes may also be in attendance at the hearing.

ORDER OF PROCEEDINGS

88. The order of proceedings for the Appeal hearing, unless the Chair of the AHG otherwise directs, will be as follows:
- (i) The Appellant shall outline the grounds of his/her appeal, citing (with the agreement of the AHG) any fresh evidence;
 - (ii) Hearing of any witnesses called by the Appellant (limited to fresh evidence with the agreement of the AHG) followed by a cross-examination of such witnesses by, or on behalf of the Investigating Officer;
 - (iii) Response by, or on behalf of the Investigating Officer;
 - (iv) Hearing of any witnesses called by the Investigating Officer (with the agreement of the AHG) followed by a cross-examination of such witnesses by, or on behalf of the Appellant;
 - (v) Closing submissions by, or on behalf of the Appellant.
89. Members of the AHG may themselves at any stage question witnesses, parties or representatives as they think fit.

Decision

90. The AHG may affirm, vary or rescind any finding or order of the DHG and may substitute any other finding or order (on such terms and conditions, if any) as it considers appropriate which the DHG might have made.
91. All decisions of the AHG shall be reached by a simple majority.

Notification of decision by the AHG

92. CILIP shall serve on the Member written notice of the decision of the AHG as promptly as is practicable after the conclusion of the hearing, and whether or not the Member attended the hearing. CILIP will also inform the complainant of the outcome of the appeal.

FINAL DECISION

93. A decision of the AHG is final.

REASONS

94. The AHG shall also provide the Member with brief written reasons for its decision as soon as is practicable.

RECORDING

95. The proceedings before the AHG shall be recorded and a copy of the recording shall be provided to the Member upon written request by him/her and upon payment by him/her of the costs involved in making the copy.

STAGE IV - ENDORSEMENT BY COUNCIL OF RECOMMENDATION

TO SUSPEND OR EXPEL MEMBER

96. A recommendation that the Member be suspended or expelled from membership of CILIP shall not take effect without being endorsed by the CILIP Council.
97. The Member shall be advised of the date of the meeting of the Council at which the recommendation will be proposed for endorsement. Whenever possible, the matter will be resolved at the next meeting of the Council.
98. The Council shall meet in private to consider the recommended suspension or expulsion of a Member and shall receive from the President a paper summarizing the disciplinary proceedings in the matter, to include the alleged professional misconduct, a summary of the Member's defence and drawing attention to any aspects of the matter which are particularly complex or important, and the reasons for the recommended suspension or expulsion.
99. The Council shall decide either:
 - (A) to endorse the recommended suspension or expulsion; or
 - (b) to refer the matter back to the DHG (or AHG as appropriate), with a brief summary of its reasons for the referral and an instruction that the matter be reconsidered.
100. The Council shall reach its decision by a simple majority of those present and entitled to vote. Any Council member who has had a prior involvement in the case (whether as a member of the Disciplinary Panel or otherwise) shall not be entitled to participate in the Council's discussion or vote on the recommendation.

101. The Member shall be notified of the Council's decision as soon as practicable after the meeting.

GENERAL PROVISIONS

PUBLICATION OF FINDINGS

102. The President shall report to the next meeting of CILIP Council on any completed disciplinary case (save for a case which Council has already considered). Unless otherwise recommended by the DHG (or AHG as appropriate), any such report shall be anonymised.
103. Following the report of each disciplinary case to the Council (or a decision by Council under paragraph 98(a) above, CILIP shall
- (i) publish the outcome of the matter in such form and manner and to such extent as the Chief Executive in consultation with the President shall deem necessary (taking into account any recommendations made by the DHG, AHG or Council regarding publication of the matter) save that there will be no publication where no disciplinary action is taken unless the Member so requests (and the Chief Executive in consultation with the President agrees to publish the matter).
 - (ii) inform the complainant (if applicable, and if not previously informed) in writing of the outcome of the complaint.
104. If a Member subject to a complaint resigns his/her membership, or if for any other reason his/her membership terminates whilst the matter remains unresolved under these Disciplinary Regulations, the Chief Executive may at his/her discretion and in consultation with the President, cause to be published such resignation/termination of membership and inform the complainant in the manner set out above.

TIME LIMITS

105. All time limits set out in these regulations shall be doubled when the correspondence address held by CILIP for the Member concerned is outside the UK.

SERVICE OF NOTICES/DOCUMENTS

106. Save as provided for at paragraph 106 below, any notice or other documents required by these regulations to be sent to or served on a Member or a complainant may be delivered either personally or electronically or by first class post.
107. Any notice required to be sent to the member under paragraphs 30(i) (offer of consent order), 39 (notice of disciplinary hearing), 61 (notice of disciplinary decision and right to appeal), 79 (notice of appeal hearing), 91 (notice of appeal decision) and 100 (notice of Council decision) shall be delivered personally (by handing to the member) or by recorded delivery post.
108. Save as provided for at paragraph 106 above, any such notice or document shall:
- (a) If delivered personally, be handed to the Member (or complainant as appropriate) or left at the last address of the Member or complainant concerned which is recorded by him/her with CILIP;
 - (b) If served by post or electronically, be sent to the last address (postal or email as appropriate) of the Member or complainant concerned which is recorded by him/her with CILIP.

109. Service shall be deemed to have taken place:

- (a) If delivered personally, when handed to the Member (or complainant as appropriate) or left at the relevant address;
- (b) If sent by first class post on the second day following that on which it was posted unless at the place of receipt that latter day is a Sunday or a public holiday in which case service shall be deemed to have occurred on the first day thereafter which is not one of such exceptional days;
- (c) If sent by recorded delivery, on the date of delivery as confirmed by the Royal Mail;
- (d) If sent electronically, on the same day it was sent.

ARCHIVING

110. The written record of each Disciplinary Case shall be kept on file by the CILIP Governance Unit for five years after the conclusion of that case. In any Case where a Member has been expelled from membership of CILIP, the written record shall be kept indefinitely except that, in the event of re-instatement to membership, such record shall be kept only for five years thereafter.

RETROSPECTION

These regulations supersede all previous disciplinary regulations. They cannot be applied retrospectively to any Disciplinary Case heard under previous regulations.

UK LAW

UK law shall apply in resolving any disputes regarding the application of this procedure.

Amendments to CILIP General Regulations

Regulation	Amendments	Explanatory Note
6 – 10 (admission and reinstatement)	<p>6. <i>Admission and reinstatement to membership (including where applicable reinstatement to the Register of Registered Practitioners) will be at the discretion of Council, taking all relevant matters into account.</i></p> <p>7. <i>In the event of an application for reinstatement by an individual whose membership was terminated following an order for expulsion under the Institute's Disciplinary Regulations, consideration shall be given to any recommendation made by the Council at the time of expulsion as to, or relevant to, reinstatement.</i></p> <p>8. <i>In the event of an application for reinstatement by an individual who resigned from his/her former membership of the Institute (or whose membership terminated for any other reason) whilst subject to complaint under consideration under the Institute's Disciplinary Regulations, the Council may require such individual to co-operate in the completion of the outstanding disciplinary process before considering his/her reinstatement as a Member or as a condition of that re-instatement.</i></p> <p>9. <i>The Council may delegate decisions on the admission and reinstatement of Members on such terms as it thinks fit provided that the decision not to admit or reinstate an individual or institution shall be subject to a right of appeal to the Council.</i></p> <p>10. <i>A decision made by Council (or under powers delegated by Council and not subject to appeal) as to the admission or reinstatement of a Member and as to the category of membership to which an individual is admitted shall be final and binding.</i></p>	<ul style="list-style-type: none"> • These amendments are proposed primarily to clarify the position where a member who has been expelled under the disciplinary process applies for reinstatement at a later date. • Under Bye-Law 8: "The Council shall have the power to reinstate any Member whose membership has been cancelled for any reason, and may cause reinstatement to be subject to previous compliance with such conditions as it may determine, including the payment of subscriptions in arrears". • These amendments: <ul style="list-style-type: none"> ▪ Clarify that admission to membership and reinstatement is at the discretion of the Council ▪ Specify that all matters deemed to be relevant should be taken into account ▪ Make clear that specifically, where there is an application for reinstatement by an expelled member, account should be taken of any relevant recommendation made by the Council at the time of expulsion. This could be, for example, as to how long should be required to lapse before reinstatement can be considered, or as to any conditions that it might be appropriate to impose on reinstatement (which is allowed for under Byelaw 8). ▪ Clarify that Council may delegate the decision subject to a right of appeal to Council (see also point 4 below). ▪ Clarify that CILIP's decision is final. • As it is unlikely to be practical or appropriate for admission or reinstatement applications to be dealt with by full Council, particularly as it may be necessary to make various inquiries before a decision is reached, it is suggested that reinstatement applications would be delegated to a Task and Finish Group.

Regulation	Amendments	Explanatory Note
Regulations 20 – 21 (Termination of membership under the Disciplinary Regulations)	<p>20. <i>Upon termination of membership following an order for expulsion under the Institute's Disciplinary Regulations, all rights and privileges of membership shall cease forthwith.</i></p> <p>21. <i>An individual whose membership has been terminated following an order for expulsion under the Institute's Disciplinary Regulations shall not without express agreement by the Council be permitted to be a member of any CILIP group, or contribute to any CILIP email discussion list or other CILIP activities or to attend events organised by CILIP.</i></p>	<ul style="list-style-type: none"> • These amendments are to clarify the general and some specific consequences where an individual member is expelled from membership under the disciplinary procedure. • With regard to regulation 21, a statement to this effect in the General Regulations may serve to reinforce to an expelled member that so far as CILIP is concerned, engagement in these types of activities is not permitted. There may, however, still be practical issues around enforcement.
Regulations 69 and 71 (Disciplinary Panel)	<p>69. <i>No Councillor may be a member of the Disciplinary Panel, save where and for such period as, his/her appointment is extended under regulation 71 below, after the end of a previous term during which he/she was not a Councillor.</i></p> <p>71. <i>Appointments to the Disciplinary Panel shall be for terms of one year (running from 1st January in the year of appointment or the year in which appointment is to take effect) save that an appointment may be extended where, and for the period during which, a member is required under the Disciplinary Regulations to continue in an appointed role until the matter is concluded. Members of the Disciplinary Panel may be re-appointed for further terms.</i></p>	<ul style="list-style-type: none"> • These amendments are to provide that a Council member cannot be a member of the Disciplinary Panel. • Under the Disciplinary Regulations (current), members of the Disciplinary Panel may act in a case as Investigating Officer, or on the Disciplinary Hearing Group (DHG), or on an Appeal Hearing Group (AHG). A DHG or AHG may recommend that a member be suspended or expelled from membership, but this must be endorsed by Council. • The amendment is therefore to reduce the risk of a suspended or expelled member challenging a Council decision on the basis that some of its members were apparently, if not actually, biased. • The proposed amendment at regulation 71 is to allow for an individual to remain on the Disciplinary Panel after the end of the one year term even if he/she has at the end of that term become a Council member if he/she is in the process of dealing with a disciplinary matter which has not yet concluded. This is provided for in the Disciplinary Regulations at paragraphs 13, 35 and 74. • In this event, paragraph 99 of the Disciplinary Regulations proposes that such a Council member should be excluded from the Council's decision on whether or not to endorse a recommendation to suspend or expel a member. • An alternative way of dealing with this would be to allow Council members to sit on the Disciplinary Panel, but to be excluded from the Council discussion and vote on a recommended suspension or expulsion if they had also been involved in the case in their capacity as a Disciplinary Panel member. If this approach is preferred, then the amendments at regulations 69 and 71 would not be required (and paragraph 99 of the Disciplinary Regulations would stand good).

Regulation	Amendments	Explanatory Note
Regulation 89 (Branches)	<p>89. <i>No individual or institution may become or remain a member of a Branch unless he/she/it is a Member. Membership of a Branch shall be suspended automatically upon and for the duration of the suspension of an individual or institution from membership of the Institute, and shall cease automatically upon an individual or institution ceasing for any reason to be a Member.</i></p>	<ul style="list-style-type: none"> • These amendments are to clarify that: <ul style="list-style-type: none"> ▪ Branch membership will automatically cease where an individual or institution ceases to be a member of the Institute, and ▪ Branch membership will be automatically be suspended where membership of the Institute is suspended. • If institutions are not currently permitted to be members of Branches, then all references to “institution” and “it” should be removed from regulation 89.
Regulation 98 and 104 (Special Interest Groups)	<p>98. <i>Save as provided for a regulation 103 below, no individual or institution may become or remain a member of a SIG unless he/she/it is a Member. Membership of a SIG shall be suspended automatically upon and for the duration of the suspension for any reason of any individual or institution from membership of the Institute and shall cease automatically upon an individual or institution ceasing for any reason to be a Member.</i></p> <p>104. <i>The Institute recognises that there are people who are interested in the work of one or more of the Institute’s SIGs but who would not wish to become Members of the Institute. The Institute wishes to be hospitable to such people and is therefore willing at its discretion to allow such people to become and to remain subscribing members of a SIG save that no individual whose membership of the Institute was terminated following an order for expulsion under the Institute’s disciplinary procedure shall be permitted to become or remain a subscribing member of a SIG or to participate in a SIG email discussion list or any other activities or events organised by a SIG.</i></p>	<ul style="list-style-type: none"> • These amendments are to clarify that: <ul style="list-style-type: none"> ▪ Ordinary SIG membership will automatically cease where an individual or institution ceases to be a member of the Institute, and that ordinary SIG membership will be automatically suspended where membership of the Institute is suspended. ▪ It is a matter for Council’s discretion whether or not to allow subscribing membership of a SIG, and ▪ An expelled member of the Institute may not become a subscribing member of a SIG or otherwise engage in SIG activities or events. • If institutions are not currently permitted to be members of SIGs, then all references to “institution” and “it” should be removed from regulation 98.

Appendix C

Regulations for the Retired Members Guild

Bye-law 42

Objects

The objects of the Retired Members Guild are to encourage Members of the Chartered Institute of Library and Information Professionals to remain in membership after retirement, to foster their social interaction, and to afford them the opportunity of making a positive contribution to librarianship and information science.

Activities

1. To support the efforts of the Chartered Institute of Library and Information Professionals for the improvement of libraries of all types.
2. To keep Members in touch with one another by arranging meetings and conferences and by the publication of a newsletter.
3. To seek out and make known, further benefits available for retired members.
4. To assist in the work of appropriate voluntary organizations by publicizing their activities and maintaining a register of expertise.
5. To undertake historical research and the conservation of records relating to the history of the Institute and its Branches and Groups.

Membership

Membership of the Guild is open to all personal Members of the Chartered Institute of Library and Information Professionals and to representatives of institutional members appointed in accordance with the bye-laws of the Institute. Persons and institutions shall become members of the Guild on notifying a desire to do so to the Secretary of the Guild and on payment of the additional subscription.

The Guild shall be able to admit, at the discretion of the National Committee, persons who cannot be Fellows or Members of the Chartered Institute of Library and Information Professionals, as Personal Affiliates. Such members will not have the right to vote and will not be entitled to hold office. They will pay such annual subscriptions as may be determined by the National Committee.

Subordinate Bodies

The Guild Committee shall have authority to establish subordinate bodies on a regional or subject basis. The Committee shall require the Chair or Secretary of any such subordinate body to report regularly on its activities. The National Committee shall lay down such provisions for the conduct of business of subordinate bodies as it sees fit.

Officers

The Officers of the Guild shall be:

Chair
Secretary
Treasurer
Editor

Guild Committee

The affairs of the Guild shall be governed by a committee comprising the officers of the Guild and six elected members of the Guild. In addition the committee may co-opt up to three members of the Guild to the committee.

The Guild Year

The Year for all Guild activities, including terms of office and accounts shall be the calendar year.

Terms of Office

Officers of the Guild shall hold office for two years. Other committee members shall hold office for two years. In both cases terms shall commence on 1 January following election.

Elections

The election of officers and committee members shall be conducted in accordance with the regulations set out in Annex A (available upon application).

Committee Procedure

The Guild Committee shall meet not less frequently than twice a year. Meetings shall be called by the Chair or the Secretary. The Chair or Secretary shall call a meeting whenever required to do so by one third of the members of the committee and at other times at their discretion.

Each member of the committee, including co-opted members, shall exercise one vote. Observers invited to attend committee meetings shall have no vote. In the event of a tie, the chair shall have a casting vote irrespective of whether he/she has exercised his/her initial vote on the same issue. No decisions shall be taken by the committee if fewer than one quarter of the members are present but the committee may continue to sit despite the lack of that quorum.

The committee shall have authority to establish sub-committees and working parties as appropriate to deal with matters within the responsibilities of the Guild.

Accounts and Treasurer

The Treasurer of the Guild shall be responsible for the receipt of all monies due to the Guild and shall make such payments as the committee shall direct and shall maintain accounts of all receipts, payments, assets and liabilities of the Guild. In discharging his/her duties the

Treasurer of the Guild shall adhere to the requirements of the bye-laws of the Chartered Institute of Library and Information Professionals and shall abide by such guidance as the Chartered Institute of Library and Information Professionals issues with regard to the keeping of accounts.

Two honorary auditors shall be appointed at the annual general meeting of the Guild. The honorary auditors shall not be members of the Guild committee and need not be members of the Guild. They shall be required to sign a certificate in respect of the adequacy of the accuracy of the accounts as presented to the annual general meeting.

The audited accounts, in addition to being presented to the annual general meeting, shall be communicated to members of the Guild either in the Guild's newsletter or otherwise.

Secretary

The Secretary of the Guild shall maintain a record of all proceedings and shall be responsible for preparing reports, issuing notices, conducting correspondence, giving notice of impending elections, circulating ballot papers in accordance with the election regulations in Annex A, and the safe keeping of ballot papers. She/he shall forward to the Secretary of the Chartered Institute of Library and Information Professionals any reports and records required under the bye-laws of the Institute and shall submit regularly to the Institute copies of the minutes of the Guild Committee meetings and general meetings of the Guild.

Annual General Meeting

A general meeting of the members of the Guild shall be held each year before 30 June. Preliminary notice of the date of the meeting and the business to be considered shall be given to all members of the Guild not less than five weeks before the date of the meeting. Notice of further business proposed by the members shall be given to all members of the Guild not less than three weeks before the date of the meeting. Notice of the dates of meetings and of the business to be transacted shall be provided to members either by notice in the Chartered Institute of Library and Information Professionals Update or in the Guild newsletter or by other direct postal communication to members of the Guild.

At the annual general meeting there shall be distributed to every member present a copy of the audited accounts and the annual report of the Guild committee for the previous year. The texts of the annual report and accounts shall be communicated to all members of the Guild either in the Guild's newsletter or otherwise.

Special General Meeting

The Secretary of the Guild shall convene a special general meeting of the Guild when required to do so either by the Guild committee or by any 20 members of the Guild. Any demand for a special meeting shall state the business proposed to be conducted at the meeting. A special general meeting shall be held not later than 10 weeks after the receipt of the demand. A notice of the meeting and of the business to be conducted shall be given to all members of the Guild not less than three weeks before the date fixed for the meeting. It shall contain the words of any motion which has been submitted for the meeting. All members of the Guild shall be entitled to vote on any such motion whether present at the special meeting or not and for this purpose ballot papers shall be circulated with the notice of the meeting. The notice shall specify that ballot papers are to be returned not later than the day before the date of the special meeting.

No business shall be conducted at a special meeting unless 30 members of the Guild are present, irrespective of the number of ballot papers which have been returned by post.

Votes at general meetings shall be by show of hands unless the meeting decides otherwise by simple majority. Only those persons entitled to vote in elections of the Guild as detailed above shall be entitled to vote. In the event of a tie the chair of the meeting shall exercise a casting vote irrespective of whether he/she has exercised an initial vote on the issue.

Procedure at General Meetings

The chair of a general meeting shall conduct its business as far as possible in accordance with the rules of procedure adopted by the Chartered Institute of Library and Information Professionals for its general meetings *mutatis mutandis*.

Accidental omissions

Any accidental omission to give notice to or the non-receipt of notice by any member of the Guild shall not invalidate any resolution passed or proceedings held at any meeting.

Amendment of these rules

These rules may be amended only by decision of a general meeting of the Guild. No amendment shall be adopted unless it has been approved by two-thirds of the members voting in person or by postal ballot as detailed above. No amendment shall take effect until it has been approved by the Council of the Chartered Institute of Library and Information Professionals.

Appendix D

Regulations for Affiliated Members

Bye-law 4

1. Affiliated Membership of the Chartered Institute of Library and Information Professionals is available to all persons working in library and information services other than those entitled to be Chartered, Associate or Supporting Members of the Institute.
2. The purpose of the Affiliated Membership category is to encourage contact between members, to offer opportunity to such members to participate fully in the affairs of the Institute and to contribute to discussion of all matters relevant to the provision of library and information services.
3. There shall be an Affiliated Members' National Committee elected by Affiliated Members.
4. The Committee shall comprise:
 - i. Six members elected by Affiliated Members of whom two shall retire each year. Retiring members of the Committee shall be eligible for re-election.
 - ii. The two Affiliated Members' Councillors elected under Bye-law 45(e) of the Chartered Institute of Library and Information Professionals.
 - iii. Up to three Affiliated Members of the Institute co-opted by the Committee.
5. A postal ballot shall be held annually for the election of the six Members referred to in Regulation 4(i) above. No postal ballot shall be required if the requisite number of nominations shall be made in writing, signed by two Affiliated Members and countersigned by the candidate who must also be an Affiliated Member. Nominations shall be made in writing, signed by two Affiliated Members and countersigned by candidate who must also be an Affiliated Member. Nominations must reach the Secretary of the National Committee by the date specified in the notice of election. All Affiliated Members who have not been suspended under the Institute's Bye-law 18 shall be eligible to vote. Notice of the election shall be published in the Chartered Institute of Information Professionals Update in the month preceding the election and the National Committee shall take such other steps as it deems appropriate to advertise the election to its Members. In the first elections held under this regulation two places shall be for a term of three years. The terms for each elected Member shall be established by lot.
6. The Officers of the Affiliated Membership category shall be:

A Chair
An Honorary Secretary
An Honorary Treasurer

chosen each year by the members of the Committee from among their own number.

7. Any vacancy occurring in the National Committee (apart from that of the two Affiliated Members' Councillors) shall be filled for the remainder of its term by the unsuccessful candidate at the preceding election who scored the largest number of votes. If there is no such candidate the Committee shall fill the vacancy by co-option.
8. The Committee shall meet at least three times a year. The quorum for a meeting of the National Committee shall be one third of the members of the Committee subject to a minimum of three.
9. The Committee may authorize the establishment of Affiliated Members' Branches to serve as a vehicle for bringing together Affiliated Members in particular areas and shall make such arrangements for the governance of such Branches as it sees fit, subject to approval by the Council of the Chartered Institute of Library and Information Professionals.
10. The Committee will have the authority to establish special subject sub-committees, when appropriate, to deal with matters which are the concern of Affiliated Members and may nominate to serve upon such sub-committees persons who are not members of the Affiliated Members' Committee.
11. The Honorary Secretary of the Affiliated Membership category shall call all meetings of the National Committee and shall prepare and circulate to other members agendas, minutes and other appropriate papers and shall liaise with Chartered Institute of Library and Information Professionals Headquarters.
12. The Treasurer shall be responsible for all receipts and payments of funds of the Committee.
13. The Committee shall make an annual report to the Chartered Institute of Library and Information Professionals' on the affairs of the Committee and the Treasurer shall provide to Chartered Institute of Library and Information Professionals Headquarters income and expenditure accounts for each calendar year and a balance sheet as at the end of that year before 28 February in the next following year.
14. An Annual General Meeting of the Affiliated Members category shall be called each year on a date between 1 January and 30 April. The Annual General Meeting shall receive the accounts and a report on the activities of the category during the previous year.
15. Notice of the date and place of the Annual General Meeting shall be given to all Affiliated Members at least five weeks before the date of the meeting together with information on the matters to be discussed at the meeting. Any Affiliated Members may submit a motion of consideration at the meeting on giving at least two weeks' notice to the Secretary before the date of the meeting.
16. Any 20 Affiliated Members may require the Honorary Secretary to call a Special General Meeting of Affiliated Members upon serving a written notice requesting the meeting and stating its purpose. Such a meeting shall be held within eight weeks of the notice being served upon the Honorary Secretary of the National Committee. A notice of the meeting and the business to be considered shall be given to all Affiliated Members not less than three weeks before the date fixed for the meeting. Such notification shall contain the words of any motion which the member requiring the meeting intends to introduce.

17. The quorum for a meeting of an Annual or Special General Meeting shall be 20 members.
18. At any Annual or Special General Meeting on the demand of one-quarter of the Members present, rising in their seats after the Members have voted upon a motion but before the next business has been taken the Chairman shall rule that the motion be referred to a postal ballot of the Members and that the decision of the postal ballot shall be deemed to be the decision of the Meeting.
19. In the event of a tie an any vote at an Annual General Meeting, Special General Meeting or at a meeting of the National Committee, the Chair of the meeting shall have a casting vote additional to his/her other original vote.

Appendix E

Regulations for the Interim Policy Forum – established January 2010

Bye-laws 84 and 85

Definitions

1. Words and phrases defined in the Institute's Royal Charter, Bye-laws and General Regulations shall have the same meanings when used in these Regulations.

General

2. These regulations are for an Interim Policy Forum. They may be changed upon recommendation of the Governance Review but, at any rate, if still operational, they will be reviewed by Council at their last meeting in 2011.

Powers and Functions

3. The Interim Policy Forum is the focal point for policy generation on professional matters within CILIP. Its role shall consist of:
 - 3.1. Advising Council and the Office of the President on policy priority areas and developing an annual advocacy Framework for consideration by Council
 - 3.2. Initiating and commissioning policy development activity
 - 3.3. Coordinating policy development activity across CILIP
 - 3.4. Evaluating effectiveness of CILIP policy and advocacy activity
4. The Interim Policy Forum will be under the supervision of the Office of the President. It will formally report to Council which may accept, reject or amend its recommendations as it thinks fit. Council may also refer specific matters for the consideration of the Interim Policy Forum

Composition

5. The Interim Policy Forum shall comprise the following persons, all of whom must be individual members of CILIP:
 - 5.1. The Vice-President who will be chair of the Interim Policy Forum
 - 5.2. The Deputy Chair of the former Policy Forum
 - 5.3. Two members of CILIP Council appointed annually
 - 5.4. A representative from each of the four devolved nations appointed annually
 - 5.5. Three members appointed by the President following an open selection process that shall be compatible with the standards and processes for making appointments to the boards of non-departmental public bodies.

Meetings and Working Practices

6. Meetings of the Interim Policy Forum shall be called by the Chair:

- 6.1. At his or her discretion
- 6.2. By requirement of one third of the members of the Policy Forum
- 6.3. By requirement of the Council

7. Normally there will be three meetings of the Interim Policy Forum each year
 - 7.1. Reasonable notice shall be given of every meeting to all those entitled to attend;
 - 7.2. The quorum shall be one third of all Members of the Policy Forum;
 - 7.3. Every Member of the Policy Forum shall be entitled to attend and speak at meetings;
 - 7.4. Every Member of the Policy Forum shall be entitled to exercise one vote; and
 - 7.5. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.

8. The Chair shall ensure that a record of the meetings is prepared and delivered promptly to all members. The Chair shall notify Council of the outcomes of all Policy Forum members' meetings.

9. The Policy Forum shall have the power to invite observers (either members of the Institute or others) to attend their meetings for special purposes, either for a period of up to one year or for particular meetings.

10. The Policy Forum will engage all parts of CILIP, especially its Branches and Groups, in policy development as appropriate, through electronic communication and other means.

11. All members of the Institute shall be entitled to attend and observe meetings of the Policy Forum except when confidential matters are being discussed or the nature of the meeting precludes observers. The decision of the Chair shall be final on such matters.

12. Policy Forum may also conduct business electronically. A resolution of the Policy Forum without holding a meeting may be passed by a simple majority of the Policy Forum approving the resolution. Evidence of approval may be the signature of the relevant Member of the Policy Forum on a copy of the resolution returned to the Chief Executive Officer or other nominated officer by post or by fax or approval given by email received from any email address of the Member of the Policy Forum registered with the Institute for the purpose of sending and receiving notices.

Task and Finish Groups and Other Duly Appointed Bodies

13. The Policy Forum may establish Task and Finish Groups, or Joint Committees in cooperation with other bodies.