

**Statutes and Rules of Procedure of the  
CONFERENCE OF DIRECTORS OF NATIONAL LIBRARIES IN ASIA AND OCEANIA**

1. Objectives

- 1.1 The Conference is an independent association of chief executives of national libraries in the Asia/Oceania region, established to facilitate discussion and promote understanding and cooperation on matters of common interest to national libraries in the Asia/Oceania region.
- 1.2 The Conference pursues its objectives through annual meetings of its membership, as well as through the initiation and support of research and development activities by individual members and formal or informal collaboration by members.

2. Membership

- 2.1 Membership in the Conference is open to the chief executive of the national library of every country in the Asia/Oceania region.
- 2.2 For purposes of membership in the Conference, a national library is an institution, primarily funded (directly or indirectly) by the state, which is responsible for comprehensively collecting, bibliographically recording, preserving and making available the documentary heritage (primarily published materials of all types) emanating from or relating to its country; and which may also be responsible for furthering the effective and efficient functioning of the country's libraries through such tasks as the management of nationally significant collections, the provision of infrastructure, the coordination of activities in the country's library and information system, international liaison, and the exercise of leadership. Normally these responsibilities are formally recognized in law. For the purpose of this definition a country is defined as a sovereign independent state.
- 2.3 Each country shall be represented by only one voting member. Where there is no single institution functioning as a national library for the country as a whole, or where the responsibilities normally carried out by a national library (as outlined in 2.2) are shared between two or more institutions or officials, the government of that country may be asked to name a voting member to the Conference.

2.4 Membership in the Conference is coincident with one's tenure as chief executive officer of a national library.

2.5 A member may be represented at meetings by his/her deputy or other nominated representative.

### 3. Liaisons

3.1 Liaisons between the Conference and other associations and other organizations with which it shares common objectives may be established on the recommendation of the Executive and approval by the membership.

3.2 The Conference may, at its discretion, invite a representative of a liaison organisation to attend the annual meeting to discuss relevant items. Representation of liaison bodies at meetings of the Conference and through correspondence shall be through the head of the liaison body or his/her appointed delegate.

### 4. Officers

4.1 The Executive of the Conference shall consist of a Chairperson who is the chief executive officer of the national library of the host country for the annual meeting.

4.2 The Executive shall have full power to act and speak on behalf of the Conference at any time between annual meetings.

### 5. Committees

5.1 The Conference may establish standing committees, task forces, ad hoc groups, etc. or designate individuals at any time to undertake studies, tasks or other responsibilities on its behalf.

5.2 Membership on such committees and groups, and the delegation of responsibilities to individuals shall not be restricted to members of the Conference.

5.3 All changes to committees, groups and individuals shall be set out in formal terms of reference approved by the Conference or by the Executive on its behalf.

### 6. Secretariat

- 6.1 The Chairperson shall make such arrangements as may be deemed appropriate to ensure that the support of a secretariat is available to organize meetings, record minutes of meetings, distribute documents, manage correspondence, etc.

## 7. Finances

- 7.1 There shall be no fees for membership in the Conference.
- 7.2 Financial responsibility for the services of the conference shall rest with the Chairperson.

## 8. Rules of Procedure

- 8.1 Meetings of the Conference shall normally be held once a year at a time and locale convenient to the membership.
- 8.2 A notice of meeting and preliminary agenda shall be issued by the Chairperson prior to the date of the meeting.
- 8.3 Members may submit items for the agenda at any time up to the opening of the meeting.
- 8.4 Items may be added to the agenda during the course of the meeting with the consent of the members present.
- 8.5 The meetings of the Conference and correspondence with the membership at large shall normally be conducted in English.
- 8.6 Decisions taken at meetings shall normally be reached by consensus, but as necessary may be decided by a simple majority vote of members present or represented and voting.
- 8.7 For all purposes of voting, whether on decisions or in the election of officers, each member present or represented shall have one vote.
- 8.8 The Conference, or the Chairperson acting on its behalf, may direct that a vote by mail ballot of the full membership be taken on a question deemed to warrant such a vote.
- 8.9 All mail ballots shall indicate clearly the closing date for the vote. Members failing to return a properly completed ballot by the closing date

will be deemed not to have voted.

9. Amendments

9.1 Amendments to these statutes and additions to the rules of procedure may be adopted by a vote of two-thirds of the members present or represented at a meeting or by vote of two-thirds of those returning a mail ballot by the prescribed date of closing for the vote.