

**Statutes and Rules of Procedure of the**  
**CONFERENCE OF DIRECTORS OF NATIONAL LIBRARIES**

(Revised by the Conference, August 2023)

1. Objectives

- 1.1 The Conference is an independent association of chief executives of national libraries, established to facilitate discussion and promote understanding and cooperation on matters of common interest to national libraries worldwide.
- 1.2 The Conference pursues its objectives through at minimum, annual meetings of its membership, as well as through the initiation and support of research and development activities by its committees, ad hoc groups, and individual members.

2. Membership

- 2.1 Membership in the Conference is open to the chief executive of the national library of every country.
- 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, usually 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. In such cases, up to two additional

representatives of the country concerned (defined in terms of Sub-section 2.2) will be permitted to attend the meetings of the Conference in a non-voting capacity, provided that they notify the Secretariat of CDNL that they have obtained the agreement of the government of that country or of the national library authorities of that country, as appropriate.

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 their deputy.

### 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 meetings 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 their appointed delegate.

### 4. Officers

4.1 The Executive of the Conference shall consist of three officers: a Chairperson, and two Vice-Chairpersons.

4.2 The officers shall be elected by ballot at a meeting of the Conference upon nomination submitted in writing or during a meeting.

4.3 Each officer shall hold office for a period of three years from the date of election, and shall assume duties immediately following the meeting at which the election is held, and continue for three years or until tenure as CEO of a national library terminates, whichever is the former.

4.4 Every three years there shall be one election for the office of Chairperson, and a separate election for one Vice-Chairperson.

4.5 The election for the second Vice-Chairperson shall be held at a meeting midway through the term of the Chairperson.

4.6 The officers shall be elected by a simple majority vote of members present or represented and voting.

4.7 In the event that there is only one nominee for an office, the nominee shall be declared elected by acclamation.

- 4.8 The Chairperson shall be ineligible for election to a second consecutive term of office, except as provided below.
- 4.9 In the event that any one of the offices is vacated prior to the end of term, an election shall be held to fill the vacancy as soon as is feasible. The term of office for the newly elected officer shall extend only to the end of the term established prior to the vacating of that office. A Chairperson so elected shall be eligible for re-election to the next consecutive term of office.
- 4.10 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.
- 6.2 The records of the Conference and the Executive officers shall be transferred by the secretariat at the end of the term of office of the Chairperson to the secretariat established by the newly elected Chairperson.

## 7. Finances

- 7.1 There shall be no fees for membership in the Conference.
- 7.2 Financial responsibility for the services of the secretariat shall rest with the Chairperson.
- 7.3 Financial responsibility for conducting an in-person meeting will be met by the national library of the hosting country.
- 7.4 Financial responsibility for conducting an online meeting will be the responsibility of the CDNL Chair.

- 7.3 The Conference, or the Executive on its behalf, may solicit contributions from the membership or from outside sources to support approved studies or projects.
- 7.4 In the event that such contributions are to be managed on behalf of the Conference one of the Vice-Chairpersons shall be designated Treasurer for that purpose.

## 8. Rules of Procedure

- 8.1 Meetings of the Conference shall normally be held at least once a year at a time and locale convenient to the membership. Meetings may be held on-line.
- 8.2 A notice of meeting and preliminary agenda shall be issued by the Chairperson, in consultation with the Vice-Chairpersons, at least two months prior to the date of the meeting.
- 8.3 Members may submit items for the agenda up to one week prior to day 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 Executive 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.
- 9.2 These Statutes and Rules of Procedure will be reviewed every 3 years.

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