

BY-LAWS FOR JOINT STANDING COMMITTEES OF THE JOINT LIAISON COUNCIL

With effect from: 15 Jan 2007

1. Appointment

The Joint Liaison Council may appoint from time to time Joint Committees, including Subcommittees and Joint Sub-committees, to deal with various joint concerns of the Library Association of Singapore and the Persatuan Perpustakaan Malaysia.

2. Terms of reference

The term of reference and duties of Joint Committees shall be determined by the Joint Liaison Council.

3. Membership

- a. The Chairman of a Joint Committee shall be nominated by the Joint Liaison Council alternately from the LAS and PPM members.
- b. The members of a Joint Committee shall consist of an equal number of LAS and PPM representatives who shall be nominated by their respective Councils. The number of members of a Joint Committee shall be determined by the Joint Liaison Council.
- c. The Vice-Chairman shall be nominated by the Joint Liaison Council from amongst the members of the Joint Committee of the Association not holding the Chairmanship.
- d. The Honorary Secretary shall be nominated by the Joint Liaison Council from amongst the members of the Joint Committee and shall be a member of the same Association as the Chairman.
- e. The Assistant Honorary Secretary shall be nominated by the Joint Liaison Council from amongst the members of the Joint Committee of the Association not holding the Chairmanship.
- f. The Presidents and Honorary Secretaries of the LAS and PPM Councils shall be ex-officio members of all Joint Committees.

4. Terms of office

The Chairman and members of a Joint Committee shall serve for a term of two years and shall be eligible for renomination on the expiry of their terms of office.

5. Vacancies

In the event of any vacancy in a Joint Committee, the respective Council shall take steps to fill the vacancy. Notwithstanding this, should a vacancy arise in the office for the Chairman, the Council of the Association holding the Chairmanship shall nominate a member of the Association to fill the vacancy and such nomination shall be endorsed by the Joint Liaison Council.

6. Meetings

- a. Joint Committee meeting shall be held at least once a year. Notwithstanding this, the LAS and PPM components of the Joint Committee may hold as many meetings as they deem fit under the Chairman and Vice-Chairman.
- b. The quorum at all Joint Committee meetings shall be at least half the strength of the Joint Committee. At least two weeks' notice shall be given for all meetings.

7. Duties of office-bearers

- a. The Chairman shall be responsible for the activities of the Joint Committee and shall submit the annual report to the Joint Liaison Council.
- b. The Honorary Secretary shall be responsible for the minutes of the meetings and the correspondence of the Joint Committee. The Honorary Secretary shall submit the minutes to the Joint Liaison Council.
- c. The Honorary Secretary and the Assistant Honorary Secretary shall be responsible for the minutes of the meetings and the correspondence of the LAS and PPM components of the Joint Committee and shall submit these minutes to all Joint Committee members and to their respective Councils.

8. Subcommittees and Joint Subcommittees

- a. The Joint Committee may set up Subcommittees or Joint Subcommittees.
- b. The Chairman of a Subcommittee or Joint Sub-committee shall be nominated for a 2-year term by the Joint Committee and endorsed by the Joint Committee.
- c. The members of a Joint Subcommittee shall consist of an equal number of LAS and PPM representatives who shall be nominated by their respective Councils and confirmed by the Joint Committee.
- d. The members of a Subcommittee shall be nominated by the LAS/PPM component of the Joint Committee and endorsed by the respective Council.

- e. All Committee members of Subcommittees or Joint Sub-committees shall serve for a specified term of one to two years and shall be eligible for renomination on expiry of their term of office.
- f. The rules and procedures of the Subcommittees or Joint Subcommittees shall be approved by the Joint Committee in accordance with the By-laws for the Joint Committees.
- g. The Subcommittee or Joint Subcommittee shall submit minutes of all meetings to the Joint Committee. The Subcommittee or Joint Subcommittee shall also submit the annual report to the Honorary Secretary of the Joint Committee to be incorporated in the Joint Committee annual report.

9. Finance

- a. The Joint Committees shall apply to the Joint Liaison Council for the grant of funds for its activities or the activities of its Subcommittees or Joint Subcommittees as deemed necessary, such funds to be endorsed and provided equally by the LAS and PPM Councils.
- b. The accounts of such funds shall be maintained by the Honorary Treasurer of the LAS and PPM components.
- c. Expenses at approved Council rates for travel between Malaysia and Singapore for meetings of the Joint Committees and its Subcommittees and Joint Subcommittees shall be met by the LAS and PPM respectively. Notwithstanding this, such expenses of members who are official representatives of institutions shall be met by their respective institutions.

10. Dissolution

Dissolution of Subcommittees or Joint Subcommittees shall be endorsed by the Joint Committee.