



**International Publishers Association
Educational Publishers Forum**

Organization & Governance Memorandum
EPF

Adopted by EPF on 28 June 2019

This Memorandum describes current Educational Publishers Forum ('EPF') operational practices, for the benefit of IPA & EPF members and IPA staff.

1. Purpose and Activities

1.1 *Committee of IPA:* EPF is a committee of the International Publishers Association ('IPA').

1.2 *The purpose of EPF* is to support the growth of professional educational publishing and to monitor and communicate its positive impact on learning and teaching worldwide. Activities shall include:

- Sharing perspectives on innovations in individual countries and by international agencies.
- Working to refine public policies about the role, function and value of publishers and professionally developed learning resources.
- Gathering data on the learning resource markets in individual countries.
- Establishing linkages with governments, international agencies, and non-governmental organizations to further the work of EPF.
- Lobbying governments and other agencies, and offering mutual support to publishers and publishers associations.
- Researching technological developments that impact educational publishing.

2. Members and Participation

2.1 *Members:* Each IPA member organization can nominate two Delegates to participate as volunteers in EPF activities and meetings. These Delegates can be either officials of the IPA member, officials of an educational publishers' organization associated with the IPA member, or publishers. EPF Steering Committee will confirm the list of Delegates from time to time. Delegates may be changed by IPA member organizations as necessary.

2.2 *Participation:* Delegates from IPA member organizations participate in EPF meetings at no charge, but are expected to cover their own expenses. The following provisions will be made for participation by individuals who are not Delegates:

- Any publishers other than nominated Delegates from countries where there is an IPA member will each have to pay a fee to attend EPF meetings. The fee will be on a per-person basis. EPF Steering Committee will establish the annual and per-meeting fee rates;
- In countries where there is no IPA member, individuals wanting to attend meetings of EPF will need to pay the equivalent of the IPA membership fee for that country, unless special provisions are made by EPF Steering Committee;
- EPF and EPF Steering Committee can invite guests to attend and participate in EPF meetings at no cost.

3. Meetings and Conduct of Meetings

3.1 *Meetings:* Current practice is for EPF to meet four or five times a year. Where possible the schedule of meetings and the venues for these meetings will be agreed a year in advance.

3.2 *Notice of Meetings:* The confirmed date and location of each EPF meeting will be announced as early as possible, and adjusted as necessary.

3.3 *Special Meetings*: Special meetings or conference calls may be scheduled by the Chair or at the request of a majority of EPF Steering Committee members. Notice will be given as early as practicable, ideally no less than four weeks ahead of the meeting.

3.4 *Conduct of Meetings*: The Chair shall preside at each meeting. In the Chair's absence, the Vice Chair will preside.

3.5 *Consensus and Voting*: All policy issues are decided by consensus. On operational issues the Chair takes decisions, but may open them up for a vote. Each EPF Delegate present at the meeting will have one vote. In the case of a vote, a simple majority of votes will be sufficient. In the case of a tied vote, the Chair will have a casting vote.

4. Officers and Selection of Officers

4.1 *Officers*: EPF will have a Chair and a Vice Chair. Each will serve two-year terms. The Chair and Vice Chair will be eligible to serve future terms as long as terms are not consecutive. The Chair and Vice Chair may, with the agreement of EPF, extend their term for an optional third year.

4.2 *The Vice Chair* will be the 'Chair in waiting' and become the next Chair on the expiry of the Chair's term, or if the Chair resigns. If, for any reason, the Vice Chair is not able to become the new Chair, nominations will be called for and a new Chair appointed as soon as practicable. In the interim, EPF Steering Committee will continue to manage operational matters. If the Chair extends their term for an optional third year, the Vice Chair may also extend their term for an optional third year, with the agreement of EPF.

4.3 *Selection of Officers*: As terms expire, EPF Steering Committee will call for nominations for Chair and Vice Chair. Nominees for Chair and Vice Chair will be members of associations or publishers and usually will have been members of EPF. The candidates for both Chair and Vice Chair must be members of or affiliated with an IPA member organization and be endorsed in writing by that IPA member organization. Nominations will be presented at a scheduled meeting of EPF. EPF will consider each nomination and will act in consensus fashion to select a Chair and Vice Chair. If consensus cannot be reached, a vote will be taken. (See '3.5 Consensus and Voting'.)

5. Steering Committee & Other Subcommittees

5.1 *Steering Committee*: EPF will have an EPF Steering Committee comprising Chair, Vice Chair, immediate past Chair and one or more additional Delegates, plus one IPA staff member.

5.2 *Other Subcommittees*: EPF will establish subcommittees and working groups as necessary.

6. Review

6.1 This Memorandum can be reviewed by EPF Steering Committee from time to time. Any major amendments will be presented to EPF at one of its meetings, when EPF Delegates can make suggestions for further changes. Major changes to this Memorandum must also be ratified by IPA Executive Committee as soon as possible after these major changes have been accepted by EPF.

[Ends]