



FOR INFORMATION

**CONVENING NOTICE FOR THE IFLA 2015 GENERAL ASSEMBLY at the  
World Library and Information Congress: 81<sup>st</sup> IFLA General Conference and Assembly  
19 & 20 August 2015, Cape Town, South Africa.**

To: Voting Members of IFLA

(National & International Associations, Institutional Members and Honorary Fellows)

***Copies for information to:***

Governing Board members

Regional Managers

Institutional & Individual Affiliates

Corporate Supporters

Bodies with Consultative Status

Date: 15 June 2015

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2015 General Assembly will be held on Wednesday 19 August, in the **Auditorium 1** and Thursday 20 August 2015 in the **Exhibition Hall 2**, of the Cape Town International Convention Centre (CTICC)

***Please forward this document, including your IFLA Voting Form, to your voting delegate who will attend the IFLA General Assembly.***

## **AGENDA**

### **Wednesday, 19 August 2015, 16.15–18.00**

1. Opening by the President, Sinikka Sipilä
2. Appointment of Tellers
3. Establishment of a Quorum
4. Adoption of the Agenda
5. Minutes of the previous meeting, held in Lyon, 20 and 21 August 2014
6. In memoriam of those members who have died during the past year
7. Presentation of the Report of the President
8. Presentation of the Report of the Secretary General
9. Presentation of the Annual Accounts by the Treasurer
10. Formal announcement of the Results of the Postal Ballot for the Election of President-elect and for places on the Governing Board by the Secretary General
11. Motions and Resolutions
  - 11.1 Motion to approve the holding of the next General Assembly in August 2016 (Art 8.2 of the Statutes refers)
12. Motion to adjourn and reconvene at 16.15 on Thursday, 20 August 2015

## Thursday, 20 August 2015, 16.15–17.30

### 13. Closing Session

- Address by President Sinikka Sipilä
- Presentation of Awards
- Thanks to the outgoing Governing Board
- Introduction of the new Governing Board
- Announcement of WLIC 2017 location
- Invitation to WLIC 2016 in Columbus, Ohio, United States of America
- Vote of thanks WLIC 2015 National Committee
- Address by incoming President Donna Scheeder
- Close of the Assembly

## NOTES

### 1. Representation

Each Member is entitled to be represented at any General Assembly by one or more representatives. One such person shall be designated by the Member to exercise the right to vote. Honorary Fellows are entitled to be present and have the right to vote.

Each Member may nominate another Member to exercise proxy votes on the Member's behalf at a General Assembly. Such Member must notify the Secretary General of the appointment of a proxy holder no later than 48 hours prior to the start of the meeting and on the designated form.

2. Voting may take place during General Assembly on any motions and resolutions submitted in accordance with the Statutes.
3. To assist with counting votes we ask that voting delegates sit at the front of the hall.

### 4. Quorum

**National and International Association Members:** The attendance at General Assembly of a simple majority of eligible National or International Association members will constitute a *quorum*. Quorum will be reached if the number of National and International Association members present or represented by proxy is 50% +1 of the total number of National and International Association members who have paid their fees for the current year. It is therefore especially important for representatives of National and International Association members to obtain their voting slips. You will receive, upon presenting your voting form, an envelope with a white quorum slip together with the voting instructions and coloured voting slips (see also point 4).

Step 1: please collect your voting papers from the Voting Office located in the Secretariat office in room "1.43/1.44", Cape Town International Convention Centre before the Assembly.

Step 2: Attend the General Assembly on Wednesday 19 August.

Step 3: At the General Assembly meeting you will be asked to hand in your white quorum slip(s) to be counted by the tellers.

### 5. Voting Slips

To be able to vote, voting delegates must obtain the necessary voting slips at the IFLA Voting Office located in the **Secretariat** office in room "1.43/1.44", *open from Friday, 14 August 2015, 09.00 until Wednesday, 19 August 2015, 15.00*. Voting slips will be distributed only to those delegates who have their IFLA Voting Form 2015, signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2015 have been paid.

Please collect your voting slips as early as possible. **Please do not leave it until the last minute!**

**FOR PROXY HOLDERS:** Please come to the Voting Office during the times set out above. Upon submission of the voting form(s) 2015 you will receive, in addition to your own, the voting slips of the member(s) you represent by proxy.

6. If you have **not paid your 2015 membership fees** at the time of distribution of this convening notice, your voting documents will be sent to you upon receipt of payment. If your payment is received after **31 July 2015**, please confirm your payment at the Voting Office in the IFLA Secretariat so that you will be able to vote at General Assembly.

7. Resolutions

**Resolutions of an exceptional and urgent character** proposed after the deadline specified in Article 9.5 of the Statutes, that is at least three months before the date of the meeting, must be submitted to the IFLA Secretariat office by the **deadline of 12.00 on Tuesday, 18 August 2015**.

All resolutions must be proposed and seconded by authorised representatives of Members whose names and affiliations must be included and must clearly express the action recommended to be taken by the Federation.

All resolutions must be brief, clear in intent and legible. Brief additional background or explanation may be attached if necessary. The Executive Committee may seek clarification or rephrasing to ensure that the meaning and intent of a proposed resolution are clear and may nominate a delegate or delegates to assist the proposer to revise a proposed resolution in order to conform to these Rules.

In very exceptional circumstances, the President may accept a resolution from the floor of the General Assembly with the consent of the majority of the Members present or represented. It must, at the same time, be handed over in writing to the Chair.

**Professional resolutions** may be drafted in sessions and meetings held during the World Library and Information Congress. Such resolutions shall not be tabled in the General Assembly, but shall be submitted to the Professional Committee.

The Governing Board shall take appropriate action on resolutions passed by the General Assembly.

## **General Assembly 2015, Cape Town, South Africa**

### **Agenda item 11 - Motions and Resolutions**

- 11.1 Motion to approve the holding of the next General Assembly in August 2016 (Art. 8 of the Statutes refers)

#### **MOTIVATION:**

The legislation of the Netherlands, as stated in the Dutch Civil Code, Part 2, Sections 48 and 49, requires that the Governing Board must submit an annual report and annual financial statements to the General Assembly within six months of the end of the financial year, unless the General Assembly has extended this period. The period may be extended on account of special circumstances for no more than five months. This is reflected in Article 8.2 of the amended Statutes.

IFLA's financial year ends on 31 December, and its General Assembly (formerly Council) meets during the Congress, normally in August, more than six months later. The General Assembly must therefore authorize the Governing Board to present the annual report and financial statements at the next Congress. IFLA's lawyers advise that this authorization has to be given every year. A blanket authorization is not permissible.

#### **Motion:**

to authorize the Governing Board to convene the General Assembly to coincide with the next IFLA World Library and Information Congress which shall take place in August 2016. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2016.

### **Agenda item 12 - Adjournment motion**

To agree that this meeting adjourns to reconvene at 16.15 tomorrow Thursday, 20 August 2015, in the Exhibition Hall 2, for the Closing ceremony.

- Encl. (to Members having paid their 2015 dues only)  
- Voting Form 2015  
- Proxy Form