



**CONVENING NOTICE FOR THE IFLA 2013 GENERAL ASSEMBLY at the
World Library and Information Congress: 79th IFLA General Conference and Assembly
21 & 22 August 2013, Singapore**

To: Voting Members of IFLA

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

Copies for information to:

Governing Board members
Core Activity Chairs
Regional Managers

Institutional & Individual Affiliates
Corporate Supporters
Bodies with Consultative Status

Date: 18 June 2013

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2013 General Assembly will be held on Wednesday 21 and 22 August 2013, in Exhibition Hall 404-405 of the Suntec Singapore International Convention & Exhibition Centre, 1 Raffles Boulevard, Suntec City, Singapore.

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

AGENDA

Wednesday, 21 August 2013, 16.15 – 18.00

1. Opening by the President, Ingrid Parent
2. Appointment of Tellers
3. Establishment of a Quorum
4. Adoption of the Agenda
5. Minutes of the previous meeting, held in Helsinki, 15 and 16 August 2012
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 2014 (Art 8.2 of the Statutes refers)
 - 11.2 Motion to approve membership fees 2014-2016

12. Motion to adjourn and reconvene at 16.15 on Thursday, 22 August 2013
13. Closing Session, 16.15-17.30, **Thursday, 22 August 2013**

- Address by the President
- Presentation of Awards
- Thanks to the outgoing Governing Board
- Introduction of the new Governing Board
- Announcement of WLIC 2015 location
- Vote of thanks WLIC 2013
- Invitation to WLIC 2014 in Lyon, France
- Address by incoming President Sinikka Sipilä
- Close of the Assembly

NOTES

1. Voting may take place during General Assembly on any motions and resolutions submitted in accordance with the Statutes.
2. To assist with counting votes we ask that voting delegates sit at the front of the hall.
3. **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 332**, Suntec Singapore International Convention & Exhibition Centre before the Assembly.

Step 2: Attend the General Assembly on Wednesday 21 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.

4. 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 332**, *open from Friday, 16 August 2013, 09.00 until Wednesday, 21 August 2013, 15.00*. Voting slips will be distributed only to those delegates who have their IFLA Voting Form 2013, signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2013 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) 2013 you will receive, in addition to your own, the voting slips of the member(s) you represent by proxy.

5. If you have **not paid your 2013 membership fees** at the time of distribution of this convening notice, your voting form will be sent to you upon receipt of payment. If your payment is received after 15 July 2013, please confirm your payment at the Voting Office in Singapore so that you will be able to vote at General Assembly.

6. 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.

7. **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, 20 August 2013.**

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 with 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.

- Encl. Motions
(to Members having paid their 2013 dues only)
- Voting Form 2013
- Proxy Form

Agenda item 11 Motions and Resolutions

- 11.1 Motion to approve the holding of the next General Assembly in August 2014 (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 2014. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2014.

11.2 Motion on the setting of Membership Fees 2014-2016

Background

Every three years Council (now General Assembly) had been called upon to approve the membership fees. In 2006, Council resolved to give power to the Governing Board to increase the IFLA membership fees in all categories by the percentage of the official retail price inflation, as recorded by the Netherlands government, since the time of the last increase. This came into effect in 2007 for the fees from 2008. In the same resolution it was also stated that the Council would maintain its right to continue to approve the IFLA membership rates for all categories at intervals of no more than three years.

In 2013 the General Assembly is asked to again approve a motion, for the years 2014, 2015, 2016.

The annual increase percentage for membership fees is calculated on the average consumer price index percentage (retail price inflation) in the Netherlands in the period July – June. The new rates for the following year are then adjusted with this percentage and approved by Governing Board at its August or December meeting. In 2010, in recognition of the impact of the World Economic Downturn on the average consumer price index percentage, the General Assembly resolved to build in a minimum level for the increase percentage so as to ensure financial sustainability for IFLA. At the General Assembly the Governing Board will advise the Assembly of the average retail price inflation in the Netherlands for the period July 2012 – June 2013 and recommend a percentage increase rate for the 2014 membership fees.

Motion

The Governing Board calls upon the General Assembly to vote on the following motion regarding annual membership fees for 2014, 2015 and 2016:

“The Governing Board proposes that the General Assembly empowers the Governing Board to increase the membership fees in all categories by the percentage of the official retail price inflation, as recorded by the Netherlands government, since the time of the last increase.

In a year where the average retail price increase is below 1.0 % the Governing Board may increase the membership fees in all categories up to 2.0 % in order to ensure financial sustainability.

The General Assembly will continue to approve the IFLA membership rates for all categories at intervals of no more than three years.”