



**CONVENING NOTICE FOR THE IFLA 2019 GENERAL ASSEMBLY at the
World Library and Information Congress: 85th IFLA General Conference and Assembly
28 & 29 August 2019, Athens Greece.**

To: Voting Members of IFLA

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

Copies for information to:

Governing Board members

Corporate Supporters

Regional Managers

Bodies with Consultative Status

Institutional & Individual Affiliates

Date: 28 June 2019

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2019 General Assembly will be held Wednesday 28 August, in the **Lambrakis Hall** and Thursday 29 August in the **Lambrakis Hall**, of the Megaron Athens International Conference Centre (MAICC).

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

Agenda

Wednesday, 28 August 2019, 16.15–18.00

1. Opening by the President, Glòria Pérez-Salmerón
2. Appointment of Tellers
3. Establishment of a Quorum
4. Adoption of the Agenda
5. Minutes of the previous meeting, held in Kuala Lumpur, Malaysia, 28 and 29 August 2018
6. In memoriam of those members who have died during the past year
7. Presentation of the Report of the President
8. Presentation of IFLA's Annual Report by 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 (see enclosures)
 - 11.1 Motion to approve the holding of the next General Assembly in August 2020
 - 11.2 Motion to approve Membership fees 2019-2021
 - 11.3 Motion to hold the election of the 10th member of the Governing Board
12. Motion to adjourn and reconvene at 16.15 on Thursday, 29 August 2019

Thursday, 29 August 2019, 16.15–17.30

1. Closing Session

- Address by President Glòria Pérez-Salmerón
- Presentation of Awards
- Thanks to the outgoing Governing Board
- Introduction of the new Governing Board
- Announcement of WLIC 2021 location
- Vote of thanks WLIC 2019
- Invitation to WLIC 2020
- Address by incoming President Christine Mackenzie
- 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 the 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, and a ballot paper for the Governing Board election.

Step 1: please collect your voting papers from the Voting Office located in the Secretariat office in room “**Kokkali**”, before the Assembly.

Step 2: Attend the General Assembly on Wednesday 28 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.

Step 4: On leaving the General Assembly you will be asked to place your Governing Board election ballot paper in a ballot box.

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 “**Kokkali**”, *open from Friday, 23 August 2019, 09.00 until Wednesday, 28 August 2019, 15.00*. Voting slips will be distributed only to those delegates who have their IFLA Voting Form 2019, signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2019 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) 2019 you will receive, in addition to your own, the voting slips and ballot paper for the member(s) you represent by proxy.

6. If you have **not paid your 2019 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 **29 July 2019**, please bring proof of payment to the Voting Office at the IFLA Secretariat during the conference, so that you will be able to vote at the 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, 27 August 2019**.

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.

- Encl. - Motions
(To Voting Members having paid their 2019 dues only):
- Voting Form 2019
- Proxy Form for General Assembly motions and Governing Board ballot

General Assembly 2019, Athens, Greece.

Agenda item 11 - Motions and Resolutions

11.1 Motion to approve the holding of the next General Assembly in August 2020 (Art. 8 of the Statutes refers)

Background

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 2020. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2020.

11.2 Motion on the setting of Membership Fees 2020 - 2022

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 of membership fees. 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 2019 the General Assembly is asked to again approve a motion, for the years 2020, 2021 and 2022.

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 average in the Netherlands since the time of the last increase and recommend a percentage increase rate for the 2020 membership fees.

Motion

The Governing Board calls upon the General Assembly to vote on the following motion regarding annual membership fees for 2020, 2021 and 2022:

“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.”

11.3 **Motion on the election of the 10th member of the Governing Board**

Background

From October to April, the Federation held nomination and election processes for the IFLA Governing Board 2019 - 2021. Following the counting of votes and confirmation by scrutineers on 3 May 2019, it was established that there is a tie for the 10th and final position on the Governing Board. Rocky Ralebipi-Simela and Jonathan Hernández-Pérez both received 539 votes. IFLA’s Parliamentarian has provided advice on IFLA’s Statutes and Rules of Procedure for dealing with this situation.

Rule 11.15 of the IFLA Rules of Procedure states that: “If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will be held between these candidates at the next meeting of the General Assembly”. The two candidates have both confirmed that they wish to take part in a further election for the 10th position on the Governing Board.

Members entitled to vote, or their proxy, will receive a ballot paper with their General Assembly voting slips at the Congress. In accordance with the rules, the completed ballot paper must be submitted at the meeting of the General Assembly. The ballot will be counted immediately after the General Assembly and the results announced at the Closing Ceremony.

Motion

Members of the General Assembly are requested to vote on the following motions:

- 1. That an election take place for the final place on the Governing Board following the result of the elections held earlier in 2019. The election will be held in line with Rule R 11.14: For the vacancies for elected places on the Governing Board, the number of candidates with the highest number of votes shall be declared elected equal to the number of vacancies and R11.15: If two or more candidates obtain an equal number of votes for the last remaining vacancy, a new election will be held between these candidates at the next meeting of the General Assembly.**
- 2. That the election take place by secret ballot.**
- 3. That if there is a further tie that both names should be placed in a hat. One name will then be drawn by an agreed impartial individual. The candidate whose name is drawn would then take the tenth place on the Governing Board.**