



**CONVENING NOTICE FOR THE GENERAL ASSEMBLY OF THE  
INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND  
INSTITUTIONS ('IFLA')  
to be held 12 February 2021,  
19 February 2021 or 26 February 2021**

**To: Voting Members of IFLA**

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

***Copies for information to:***

- Governing Board members
- Regional Managers
- Institutional & Individual Affiliates
- Corporate Supporters
- Bodies with Consultative Status

The Hague, 11 November 2020

The Governing Board has pleasure in submitting this convening notice for an extraordinary General Assembly meeting of IFLA. This General Assembly will be held **on Friday 12 February 2021 at 08:00 AEDT / UTC +11, at CAVAL, 4 Park Drive, Bundoora, Victoria, Australia. Please note this will be Thursday 11 February at 22:00 CET / UTC+1.** If, due to circumstances resulting from the Corona virus, the General Assembly in Melbourne is not able to take place, this General Assembly will be held on Friday 19 February 2021 in Bremen, Germany, or if, due to circumstances resulting from the Corona virus the General Assembly in Bremen is also not able to take place, this General Assembly will be held on Friday 26 February 2021 in Athens, Greece. Further information will be distributed before Friday 12 February 2021.

In view of the current circumstances, as a result of the Corona virus, the Governing Board considers that it would be irresponsible for the General Assembly in February 2021 to take place in its usual form, with voting delegates of Members attending the General Assembly in person.

The Governing Board has therefore decided, on the basis of Article 6 of the Dutch Temporary COVID-19 Justice and Security Act ('**Emergency Act**')

- (i) that Members will not have physical access to the General Assembly;

- (ii) that the General Assembly can be followed electronically by Members;
- (iii) that the Members will be given the opportunity, up to 72 hours prior to the General Assembly, to ask questions in writing or electronically about the subjects outlined in the convening notice for the General Assembly, and
- (iv) that Members will only be able to exercise their right to vote via an electronic means of communication.

The questions submitted under (iii) will be answered at the latest during the General Assembly. The answers will either be published on the website of IFLA or will be made accessible for the Members through another electronic means of communication.

Votes can be cast:

- (i) electronically before and during during the General Assembly, and
- (ii) by designating a proxy in advance of the General Assembly via the attached proxy form ([Annex 1](#)) or the IFLA website.

The technical instructions for attending this General Assembly will be sent to you at least three days before the meeting.

If the Emergency Act is no longer in force at the time the General Assembly is held, the General Assembly will take place in accordance with the rules as currently included in the articles of association of IFLA (the '**IFLA Statutes**') and Rules of Procedure. In that case electronic voting will not be possible; voting will only be possible (i) in person during the General Assembly (by being physically present at the General Assembly) or (ii) by nominating a proxy before the General Assembly. The Governing Board will inform you at least a month before the General Assembly if the Emergency Act is no longer in force.

The topics to be discussed in this General Assembly are as follows:

### **Agenda General Assembly February 2020**

1. Opening by the Chair of the General Assembly
2. Appointment of Tellers, if applicable
3. Establishment of a quorum
4. Adoption of the agenda
5. Minutes of the previous General Assembly, held in The Hague (the Netherlands) on 5 November 2020
6. Address by the President
7. Amendment of the IFLA Statutes

Resolutions:

- a. to amend the IFLA Statutes in accordance with the draft deed dated 9 November 2020, drawn up by Pels Rijcken & Droogleever Fortuijn N.V. in The Hague (the Netherlands). (The Dutch draft IFLA Statutes are at [Annex 2](#); the unofficial English translation draft IFLA Statutes at [Annex 3](#)), and
- b. to authorize each member of IFLA's Governing Board, as well as each civil-law notary, assigned civil-law notary, deputy civil-law notary and notarial assistant employed by the aforementioned Pels Rijcken & Droogleever Fortuijn N.V. each individually to execute the deed of amendment of the IFLA Statutes in accordance with the aforementioned draft of this deed.

*Please note: it is not possible to make amendments to the draft of the IFLA Statutes of IFLA.  
Only non-substantive textual changes can be proposed and adopted.*

8. Close of the General Assembly

In view of possible technical problems (both on the side of IFLA and on the side of a Member) and the need to reach a quorum in order to be able to pass the resolution to amend the IFLA Statutes, the Governing Board particularly requests all Members to nominate a voting proxy for the General Assembly from among other IFLA Members, and to provide them with voting instructions (Annex 1). This will ensure that the other Member can still exercise the voting right on behalf of the first Member (in accordance with the instructions given) should technical problems occur.

As of the date of this letter, the convening notice with the agenda and a copy of the revised IFLA Statutes (Dutch and English version) with explanatory notes (Annex 4) enclosed with this convening notice are available for inspection on the IFLA website at <https://www.ifla.org/general-assembly> . Furthermore, these items can be obtained by emailing: [generalassembly@ifla.org](mailto:generalassembly@ifla.org) .

Attachments:

- Annex 1: Proxy form for the General Assembly, held in February 2021
- Annex 2: Dutch draft IFLA Statutes
- Annex 2a: Dutch draft IFLA Statutes with comparison to the current IFLA Statutes
- Annex 3: Unofficial English translation draft IFLA Statutes
- Annex 3a: Unofficial English translation draft IFLA Statutes with comparison to the current IFLA Statutes
- Annex 4: Explanatory notes re. the draft IFLA Statutes
- Annex 5: Draft minutes of the General Assembly of 5 November 2020