



**CONVENING NOTICE FOR THE IFLA 2012 GENERAL ASSEMBLY at the
World Library and Information Congress: 78th IFLA General Conference and Assembly
15 & 16 August 2012, Helsinki, Finland**

To: Voting Members of IFLA

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

Copies for information to:

Governing Board members
Directors of Core Activities
Regional Managers

Institutional & Individual Affiliates
Corporate Partners
Bodies with Consultative Status

Date: June 2012

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2012 General Assembly will be held on Wednesday 15, **Session Room 1**, and Thursday 16 August 2012 in **Room Amfi** of the Helsinki Exhibition and Convention Centre, Messuaukio 1, Helsinki, Finland.

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

AGENDA

Wednesday, 15 August 2012, 16.15 – 18.00, Session Room 1

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 San Juan, Puerto Rico, 17 and 18 August 2011
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. Motions and Resolutions
 - 10.1 Motion to approve the holding of the next General Assembly in August 2013 (Art 8.2 of the Statutes refers)
11. Address by the President

12. Motion to adjourn and reconvene at 16.15 on Thursday, 16 August 2012

13. Closing Session, 16.15-17.30, **Thursday, 16 August 2012, Room Amfi**

- Presentation of Awards
- WLIC 2012 wrap up
- Announcement of WLIC 2014 location
- Invitation to WLIC 2013 in Singapore
- Close of the Assembly

NOTES

1. Voting delegates should take their seats in the designated area in the front of the hall.
2. Voting may take place during General Assembly on any motions and resolutions submitted in accordance with the Statutes.
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*. If you are representing a National or International Association Member, you will receive, upon presenting your voting form, an envelope with a white slip together with the voting instructions and coloured voting slips (see also point 4). At the General Assembly meeting delegates representing National and International Association members directly or by proxy will be asked to produce their white slips to be counted by the tellers. 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 from the IFLA Voting desk located in the Secretariat office in **'Exhibitors Lounge' (2nd floor), Helsinki Exhibition and Convention Centre.**
4. **Voting Slips**

To be able to vote, voting delegates must obtain the necessary voting slips at the IFLA Voting desk located in the Secretariat office called **'Exhibitors Lounge' (2nd floor), open from Friday, 10 August 2012, 09.00 until Wednesday, 15 August 2012, 15.00.** Voting slips will be distributed only to those delegates who are in possession of the IFLA Voting Form 2012, duly signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2012 have been paid.

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

FOR PROXY HOLDERS: Proxy holders should not forget to call at the Voting Desk during the period set out above. Upon submission of the voting form(s) 2012 (see also point 3) they will receive, in addition to their own, the voting slips of the member they represent by proxy.

5. If you have **not paid your 2012 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 16 July 2012, please confirm your payment at the Voting Desk in Helsinki so that you will be able to vote at the 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, 14 August 2012** and will be reviewed by the Executive Committee prior to the General Assembly.

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.

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.

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. (to Members having paid their 2012 dues only)
- Voting Form 2012
 - Proxy Form

General Assembly 2012, Helsinki , Finland

Agenda item 10.1

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 2013. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2013.

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 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.

June 2012

Agenda item 12

Adjournment motion

to agree that this meeting adjourns to reconvene at 16.15 tomorrow (Thursday, 16 August 2012) for the Closing ceremony.

June 2012