



**CONVENING NOTICE FOR THE IFLA 2014 GENERAL ASSEMBLY at the
World Library and Information Congress: 80th IFLA General Conference and Assembly
20 & 21 August 2014, Lyon, France**

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: 11 June 2014

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2014 General Assembly will be held on Wednesday 20, in the **Auditorium Lumière** and Thursday 21 August 2014 in the **Amphithéâtre**, of the Lyon Convention Centre, Lyon, France.

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

AGENDA

Wednesday, 20 August 2014, 16.15 – 18.00, Auditorium Lumière.

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 Singapore, 21 and 22 August 2013
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 2015
(Article 8.2 of the Statutes refers)
11. Address by the President

12. Motion to adjourn and reconvene at 16.15 on Thursday, 21 August 2014
13. Closing Session, 16.15-17.30, **Thursday, 21 August 2014, Amphithéâtre .**
 - Presentation of Awards
 - Announcement of WLIC 2016 location
 - Invitation to WLIC 2015 in Cape Town, South Africa
 - Vote of thanks by the WLIC 2014 National Committee
 - Close of the Assembly by the President

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 "St. Claire 2", Lyon Convention Centre before the Assembly.

Step 2: Attend the General Assembly on Wednesday 20 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 IFLA Secretariat office "St. Claire 2", ***open from Friday, 15 August 2014, 09.00 until Wednesday, 20 August 2014, 15.00.*** Voting slips will be distributed only to those delegates who have their IFLA Voting Form 2014, signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2014 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) 2014 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 2014 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 2014, 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, 19 August 2014.**

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 2014, Lyon, France

Agenda item 10 - Motions and Resolutions

- 10.1 Motion to approve the holding of the next General Assembly in August 2015 (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 2015. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2015.

Agenda item 12 - Adjournment motion

To agree that this meeting adjourns to reconvene at 16.15 tomorrow (Thursday, 21 August 2014) for the Closing ceremony.

- Encl. (to Members having paid their 2014 dues only)
- Voting Form 2014
- Proxy Form