

**CONVENING NOTICE FOR THE IFLA 2010 GENERAL ASSEMBLY
14 & 15 August 2010, Gothenburg, Sweden**

To: Voting Members of IFLA

Copies for information to:

Governing Board members
Directors of Core Activities
Regional Managers

Institutional & Individual Affiliates
Corporate Partners
Bodies with Consultative Status

Date: June 2010

The Governing Board of IFLA has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation.

Please forward this document, including your IFLA Voting Form, to your voting delegate who will attend the IFLA General Assembly to be held on Saturday, 14 August and Sunday, 15 August 2010, in Hall B of the Swedish Exhibition and Congress Centre, Mässons Gata 29, Gothenburg, Sweden.

AGENDA

Saturday 14 August 2010, 16.15 – 18.00

1. Opening by the President, Ellen Tise
2. Appointment of Tellers
3. Establishment of a Quorum
4. Adoption of the Agenda
5. Minutes of the previous meeting, held in Milan, 26 and 27 August 2009
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 2011 (Art 8.2 of the Statutes refers)
 - 10.2 Membership fees 2011-2013
11. Address by the President
Following her address, the President will put the motion to the General Assembly that it adjourns to meet at 16.15, Sunday, 15 August 2010.

Sunday, 15 August 2010, 16.15-17.30

12. Closing Session

- Presentation of Awards
- Invitation to WLIC 2011 in San Juan, Puerto Rico
- Vote of thanks
- Close of the Assembly

Jennefer Nicholson
Secretary General

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 Office located in the Secretariat office in **Room 24/25 of the Swedish Exhibition and Congress Centre, Gothenburg**.
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 24/25, open from Monday, 9 August 2010, 09.00 until Saturday, 14 August 2010, 15.00**. Voting slips will be distributed only to those delegates who are in possession of the IFLA Voting Form 2010, duly signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2010 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 Office during the period set out above. Upon submission of the voting form(s) 2010 (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 2010 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 12 July 2010, please confirm your payment at the Voting Office in Gothenburg 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 Friday, 13 August 2010**.

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 2010 dues only)
- Voting Form 2010
 - Proxy Form

Agenda item 10

- 10.1 Motion to approve the holding of the next General Assembly in August 2011 (Art. 8 of the Statutes refers)

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 2011. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2011.

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.

10.2 Membership fees 2011-2013

Motion on Annual Membership Fee Increase

A proposal from the Governing Board for member fees for 2011-2013 will be considered under the General Assembly Agenda point 10.2

Background

Every three years Council (now General Assembly) had been called upon to approve the membership fees. In 2006, Council approved the motion 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 of 2008, 2009 and 2010. In the same motion it was also stated that the Council would also maintain its right to continue to approve the IFLA membership rates for all categories at intervals of no less than three years.

This means that the General Assembly this year again has to approve this motion, for the years 2011, 2012, 2013; with a new approval moment at the General Assembly meeting in 2014.

Since 2008 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 were then adjusted with this percentage and approved by Governing Board at its August or December meeting. In 2009 and 2010 the World Economic Downturn has had its effects on average consumer price index percentage. To ensure financial sustainability for IFLA it is proposed to build in a minimum level for the increase percentage between 1 – 2 %, in case the average consumer price index percentage is below 1 %.

Motion

As a follow up of the Resolution on the establishment of the annual Membership fees from 2007 the Governing Board calls upon the General Assembly to vote on the following motion:

“ The Governing Board proposes that the General Assembly continues to empower 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 when 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.”