



**CONVENING NOTICE FOR THE IFLA 2018 GENERAL ASSEMBLY at the  
World Library and Information Congress: 84<sup>th</sup> IFLA General Conference and Assembly  
28 & 29 August 2018, Kuala Lumpur, Malaysia.**

To: Voting Members of IFLA

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

*Copies for information to:* Governing Board members  
Regional Managers  
Institutional & Individual Affiliates  
Corporate Supporters  
Bodies with Consultative Status

Date: 25 June 2018

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2018 General Assembly will be held Tuesday, 28 August, in the **Plenary Hall**, and Wednesday, 29 August 2018, in the **Plenary Hall**, of the Kuala Lumpur Convention Centre.

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

## **Agenda**

### **Tuesday, 28 August 2018, 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 Wroclaw, Poland, 23 and 24 August 2017
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. Motions and Resolutions (see enclosures)
  - 10.1 Motion to approve the holding of the next General Assembly in August 2019 (Art 8.2 of the Statutes refers)
  - 10.2 Motion to approve a reduction in fees for Affiliate (individual) members
11. Motion to adjourn and reconvene at 16.15 on Wednesday, 29 August 2018

## Wednesday, 29 August 2018, 16.15–17.30

1. Closing Session
  - Address by President Glòria Pérez-Salmerón
  - Presentation of Awards
  - Announcement of WLIC 2020 location
  - Vote of thanks WLIC 2018
  - Invitation to WLIC 2019 in Athens, Greece
  - 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 (see also point 5).

- ✓ **Step 1:** please collect your voting papers from the Voting Office located in the Secretariat office in room “The Press Centre” of the Kuala Lumpur Convention Centre, before the Assembly.
- ✓ **Step 2:** Attend the General Assembly on Tuesday, 28 August 2018.
- ✓ **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 **Secretariat** office in room “The Press Centre”, **open from Thursday, 22 August 2018, 08.00, until Tuesday, 28 August 2018, 15.00**. Voting slips will be distributed only to those delegates who have their IFLA Voting Form 2018, signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2018 have been paid.

- ✓ Please collect your voting slips as early as possible, 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) 2018 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 2018 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 Jul 2018**, 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 Monday, 27 August 2018**.

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.

### Enclosures:

- To all IFLA Members:
  - Motion(s)
- To Members having paid their 2018 dues:
  - Voting Form 2018
  - Proxy Form

## **General Assembly 2018, Kuala Lumpur, Malaysia**

### **Agenda item 10 - Motions and Resolutions**

#### **10.1 Motion to approve the holding of the next General Assembly in August 2019 (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 2019. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 30 November 2019.

#### **10.2 Motion to approve a reduction in fees for IFLA Affiliate (individual) members**

##### **MOTIVATION:**

The Governing Board has discussed the current cost of being an Affiliate (individual) member of IFLA and is proposing a lower level of fees to encourage individuals to join IFLA as part of a contribution and commitment to libraries at the international level.

The current fee for Personal Affiliates is EUR 154, higher than the fee for a School Library, One-person Library Centre or Institutional Subunit. The lower fees proposed would cover internal costs but act as an incentive for individuals to become involved, attend the IFLA WLIC and to continue membership in future years.

The Governing Board calls upon the General Assembly to vote on the following motion regarding annual fees for Affiliate Members.

##### **Motion:**

The General Assembly approves a reduction in the IFLA fees for 2019 for Affiliate Members; including Personal Affiliates, Student Affiliates, New Graduates and Non-Salaried. The new fees to be introduced as follows:

Personal Affiliates	EUR 75
Student Affiliates	EUR 50
New Graduates	EUR 50
Non-Salaried	EUR 50