



**CONVENING NOTICE FOR THE IFLA 2011 GENERAL ASSEMBLY at the  
World Library and Information Congress: 77<sup>th</sup> IFLA General Conference and Assembly  
17 & 18 August 2011, San Juan, Puerto Rico**

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 2011

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2011 General Assembly will be held on **Wednesday 17 and Thursday 18 August, 2011** in Grand Salon A of the Puerto Rico Convention Center (PRCC), 100 Convention Boulevard, San Juan, Puerto Rico 00907.

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

**AGENDA**

**Wednesday, 17 August 2011, 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 Gothenburg, 14 and 15 August 2010
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. Formal announcement of the Results of the Postal Ballot for the Election of President-elect and for places on the Governing Board by the Secretary General
11. Motions and Resolutions
  - 11.1 Motion to approve the holding of the next General Assembly in August 2012 (Art 8.2 of the Statutes refers)
12. Address by the President
13. Motion to adjourn and reconvene at 16.15 on Thursday, 18 August 2011

#### 14. Closing Session, 16.15-17.30, **Thursday, 18 August 2011**

- Presentation of Awards
- Introduction of new Governing Board
- Invitation to WLIC 2012 in Helsinki, Finland
- Announcement of WLIC 2013 location
- Vote of thanks
- Address by incoming President Ingrid Parent
- 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 Office located in the Secretariat office in **Room 203**, Puerto Rico Convention Center.
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 203**, *open from Friday, 12 August 2011, 09.00 until Wednesday, 17 August 2011, 15.00*. Voting slips will be distributed only to those delegates who are in possession of the IFLA Voting Form 2011, duly signed by the appropriate authority.

The IFLA Voting Form has been sent to those whose membership fees for 2011 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) 2011 (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 2011 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 15 July 2011, please confirm your payment at the Voting Office in San Juan 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 Tuesday, 16 August 2011.**

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 2011 dues only)

- Voting Form 2011

- Proxy Form