

ANNEX A

Dear IALA Member

As President of IALA and Chair of the IALA Council it is my pleasure to inform you that the General Assembly of IALA members will take place in A Coruna, Spain in conjunction with the IALA Conference during the period 24 to 31 May 2014.

This important aspect of IALA's governance only occurs every four years and I hope that you will be able to participate.

As had been communicated towards the end of last year, IALA is actively considering how best to carry its mandate into the future, and the legal structure that is most optimal to achieve this. You have already been provided with access to the IALA brochure *IALA – an Intergovernmental Organisation – Safely Navigating the Future*, and I hope that you have been able to evaluate its contents. Council has progressed debate on this issue and additional information is now available from the 'General Assembly' area of IALADOCS on the IALA website [web link] for your consideration.

The time has come for IALA to decide whether or not to pursue international intergovernmental organisation status and National members will be asked to indicate their preference in this regard by voting at the General Assembly.

In addition, National members will also elect the Council that will guide IALA for the coming four years.

You will find additional information about the purpose and conduct of the General Assembly in the attached document. Details about the Conference can be accessed here: [web link]

This is an important moment in the history of IALA and I look forward to discussing it with you and all our colleagues in A Coruna in May.

Yours etc

President

Date

IALA General Assembly

A Coruna, Spain

2014

Agenda

Session One

Tuesday May 27 2014

16.30 – 18.00hrs

Arao Room

Welcome by Chair

- | | | |
|----|----------------------------------|----------|
| 1. | Apologies | |
| 2. | Approval of Agenda | |
| 3. | IALA Financial Position | Report |
| 4. | IALA Change of Status Project | Report |
| 5. | IALA Strategy 2014 -2026 | Report |
| 6. | Changes to the IALA Constitution | Decision |
| 7. | IALA Change of Status Resolution | Decision |

Second Session

Saturday May 31 2014

14.00 – 15.30hrs

Arao Room

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|----|------------------------|--|
| 8. | Election of Council | |
| 9. | Declaration of Results | |

Guide to the IALA General Assembly

General Assembly - Agenda

IALA's Constitution gives the General Assembly, at which only National Members may vote, three important functions - to:

- . set the policy direction for IALA
- . agree changes to the IALA Constitution
- . elect the IALA Council for the next four year period

As indicated in the Agenda, the General Assembly will take place over two sessions, the first of which will consider a change of policy regarding the status of IALA and amendments to the existing Constitution. The second session will elect the members of the new IALA Council.

The ***first session*** will include:

- . for the **information** of members:
 - . a presentation on IALA's financial position by the IALA Treasurer
 - . a presentation regarding a change of status for IALA to that of Intergovernmental Organisation by the IALA President and the Chairman of the Legal Advisory Panel
 - . a presentation by the Chairman of the Strategy Group introducing the *IALA Strategy 2014-2026*
- . for the **decision** by vote of National members:
 - . a proposal by Council to amend the IALA Constitution
 - . a proposal by Council for the passing of a Resolution, encouraging and directing actions regarding the ongoing consideration of a change of status for IALA to that of Intergovernmental Organisation

The ***second session*** will include:

- . **election** of the new IALA Council by vote of National members

General Assembly – Documents

To ensure that National members are provided with relevant information for this meeting the following **information** documents are available for downloading from IALADOCS in IALA's working language of English (where available, documents in French and Spanish have also been provided):

- . IALA Annual Report 2013 (available mid-May)
- . Overview of the IALA Strategy 2014-2026
- . IALA brochure *IALA – an Intergovernmental Organisation – Safely Navigating the Future*
- . Change of status - Draft International Agreement (IALA working document only)
- . Change of status – Case for Change
- . Change of status – Frequently Asked Questions

Two formal **decision** papers will also be available on IALADOCS in IALA's official languages of English and French (where available documents in Spanish have also been provided):

- . A request from Council for the General Assembly to approve changes to the IALA Constitution
- . A request from Council for the General Assembly to approve a Resolution regarding a change of status for IALA

National members will be provided with a list of Candidates for election of Council on the day of the second session of the General Assembly. A document detailing the process for conducting the election of Councillors will also be provided at that time.

General Assembly – Voting

National Members are reminded of the following **rules** regarding voting:

- . only National members present at the General Assembly may vote
- . each National member present will have one vote
- . in the event of a tied vote the President will cast a second and deciding vote
- . a decision to change to the Constitution requires a two-thirds majority of votes cast
- . a decision to approve the Resolution requires a simple majority of votes cast
- . a decision to elect a Councillor is made by tallying the votes cast, with the twenty two candidates with the highest count being elected (this number will change to twenty one if proposed changes to the IALA Constitution are approved)

General Assembly – Conduct of Meeting

To ensure the smooth conduct of the General Assembly the following procedures will apply:

- . the President of IALA will be the Chair of the General Assembly, and may be assisted by any person nominated by him for that purpose
- . each National member delegation, which may have as many representatives as it determines appropriate, will be represented by its nominated Head of Delegation for

voting and intervention purposes. The Head of Delegation will be provided a Delegation card, which should be brought to each session of the General Assembly

- . the Secretariat will determine and advise seating arrangements for each session
- . the Chair will determine which, if any, person may address the General Assembly, and in doing so may limit the time for which the intervener may speak
- . the Chair may extend, suspend or terminate a session of the General Assembly at his discretion
- . voting in the first session will be by show of hands in the first instance. If the Chair determines it necessary, a formal count will be undertaken by no less than three scrutineers. The Chair will declare the outcome of the vote
- . voting in the second session will be by completion of ballot paper. Votes will be counted by at least three scrutineers
- . the result of a vote is final and binding unless the Chair, for reason of procedural error, declares otherwise, in which case the vote may be retaken at the discretion of the Chair