



**CONVENING NOTICE FOR THE IFLA 2025 GENERAL ASSEMBLY**  
**To be held in hybrid format at the QAZEXPO Congress Center**  
**on 20 August 2025**  
**in Astana, Kazakhstan and online**

To: Voting Members of IFLA  
(National & International Associations, Institutional Members and Honorary Fellows)

***Copies for information to:***

Governing Board members  
Regional Managers  
IFLA Volunteers

Institutional & Individual Affiliates  
Bodies with Consultative Status

Date: 21 July 2025

The IFLA Governing Board has pleasure in submitting this Convening Notice for the General Assembly meeting of the Federation. The IFLA 2025 General Assembly will be held on Wednesday 20 August in the Auditorium of the QAZEXPO Congress Center in Astana, Kazakhstan and online.

**Agenda**

**Wednesday 20 August 2025 15:30 – 17:30 (UTC +5)**

1. Opening by the Chair
2. Establishment of a Quorum
3. Adoption of the Agenda
4. [Minutes of the previous meeting](#), held in The Hague, Netherlands and online, 20 June 2024
5. In memoriam of those members who have died during the past year
6. Presentation of the Report of the President
7. Presentation of IFLA's [Annual Report](#)
8. [Presentation of the Annual Accounts](#)
9. Formal announcement of the Results of the Election of President-elect and for places on the Governing Board by the Secretary General
10. Motions and Resolutions
  - 10.1 Motion to approve the holding of the next General Assembly in August 2026
  - 10.2 Motion to approve membership fees (2026-2028)
  - 10.3 Motion to adjourn and reconvene at 15:15 on Thursday, 21 August 2025

**Thursday 21 August 2025 15:15 – 17:15 (UTC +5)**

11. Closing Session
  - Address by the President, Vicki McDonald
  - Presentation of Awards
  - Appreciation to the outgoing Governing Board
  - Introduction of the new Governing Board

- Vote of thanks WLIC 2025
- Invitation to WLIC 2026
- Address by incoming President Leslie Weir
- Close of the Assembly

## NOTES

### **1. Hybrid Meeting Format**

The General Assembly will be held in 2025 in a hybrid format allowing those able to come to Astana to attend in person and others to participate online. The meeting will be streamed live to Members and observers who are unable to attend in person. Votes on the motions will be cast live either in-room or remotely in real time via an online voting platform. An external company has been engaged to conduct the meeting. Proxy voting will also be possible.

Further information on voting will be sent in July 2025.

Observers are welcome at the physical meeting and further information on how to attend the online meeting will be published closer to the meeting.

### **2. 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.

Voting may take place during the General Assembly on any motions and resolutions submitted in accordance with the Statutes.

### **3. Quorum**

**National and International Association Members:** The attendance at the 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 be present physically, virtually or to nominate their proxy.

### **4. Voting**

Each financial Member entitled to vote will receive an email in August with their unique voting credentials allowing them to log-in to the voting platform. Further details will be provided on nominating proxies if you are unable to be present physically or virtually.

### **5. Resolutions**

**Resolutions of an exceptional and urgent character** proposed after the deadline specified in Article 9.3 of the Statutes, that is at least six weeks before the date of the

meeting, must be submitted in writing to the IFLA Office. Additional items may be added at the discretion of the President or other person who is acting as the chair of the meeting, with the consent of the Members present or represented.

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.

Resolutions must be brief, legible and clearly express the action recommended to be taken by the Federation. Brief additional information may be attached. The Governing Board may seek clarification as required and may assist the proposer to revise a proposed resolution in order to conform with these Rules.

The Governing Board shall take appropriate action on resolutions passed by the General Assembly in a timely manner.

Encl.

— Motions (see p.4-5)

Available via the IFLA General Assembly 2025 Convening Notice webpage

- [Minutes of the previous meeting](#), held in The Hague, Netherlands and online, 20 June 2024
- [IFLA Annual Report 2024](#)
- [Report on the Annual Accounts 2024](#)

## **General Assembly 2025, Astana, Kazakhstan**

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

#### **10.1 Motion to approve the holding of the next General Assembly in August 2026 (Art. 8 of the Statutes refers)**

##### **Background**

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, except where this period has been extended by a maximum of four months by the General Assembly. This is reflected in Article 8.2 of the Statutes.

IFLA's financial year ends on 31 December, and its General Assembly usually meets during the Congress, normally in August, more than six months later. The General Assembly must therefore authorise the Governing Board to present the annual report and financial statements at the next Congress. IFLA's lawyers advise that this authorisation has to be given every year. A blanket authorisation is not permissible.

##### **Motion:**

**to authorise the Governing Board to convene the General Assembly to coincide with the next IFLA World Library and Information Congress to take place in August 2026. In the case of an unavoidable delay the General Assembly may be convened at a later date, but no later than 31 October 2026.**

#### **10.2 Motion on the setting of Membership fees (2026-2028)**

##### **Background**

Since 2006 the General Assembly has agreed the annual membership fees of IFLA every three years. In 2025 the General Assembly is asked to again approve a motion, for the years 2026, 2027 and 2028.

In 2016, the General Assembly agreed a formula (a standard method) for increasing membership fees. This was based on the retail price inflation rate in the Netherlands where IFLA is based. It is proposed to use the same process for the next three years, using the same formula to decide new membership fees. This would mean that for 2026, 2027 and 2028 members are asked to raise membership fees by the same percentage as the increase in retail price inflation recorded by the Netherlands Government in the past 12 months. This applies unless the increase is less than 1%. In years when retail price inflation is less than 1%, the Governing Board can recommend an increase of up to 2%. This is to ensure IFLA can continue to be adequately funded. Members are asked to delegate the setting of membership fees for 2026, 2027 and 2028 to the Governing Board using this same formula. The Governing Board is asked each year in August to set the fees for the following year and can choose to amend the recommended increase. The average of the inflation rate in the Netherlands for July 2024 to June 2025 was 3.6%.

**Motion:**

The Governing Board calls upon the General Assembly to vote on the following motion regarding annual membership fees for 2026, 2027 and 2028:

**“The Governing Board proposes that the General Assembly empowers 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 where 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.”**

**10.3 Motion to adjourn and reconvene at 15:15 (UTC +5) on Thursday, 21 August 2025**

Having conducted the main business of the General Assembly the motion is to adjourn the General Assembly and reconvene at the Closing Session at 15:15 on Thursday 21 August 2025.

**Motion:**

**to adjourn the General Assembly and reconvene at the Closing Session at 15:15 on Thursday 21 August 2025.**