



Notice to Members Australian Library and Information Association 25th Annual General Meeting

Members are advised that the 25th Annual General Meeting (AGM) will be held in the Ferguson Room, National Library of Australia, Parkes Place, Parkes, ACT 2600 on Tuesday 14th May 2013 at 6:00 pm.

Agenda

1. Notice of convening meeting
2. Apologies
3. Minutes of the 2012 AGM, 15th May 2012
4. Presentation of the Annual Report 2012 and financial statements
5. Election of Directors
6. Appointment of Auditors
7. Fixing of Auditors' fees
8. Reports
 - i. President's Report
 - ii. Executive Director's Report
9. Motions Received¹
10. General business

Members are invited to join the ALIA Board of Directors for refreshments after the meeting.

As a Member you have a right to appoint a proxy (who must also be a Member) to act as a representative at any meeting which you are entitled to attend and to exercise all rights and to discharge all duties which you may have.²

¹ All notices of motion received prior to the meeting will require a seconder prior to their being put to the meeting.

² If a Member is entitled to cast two or more votes, they may appoint two proxies and may specify the proportion or number of the Member's votes each proxy is entitled to exercise.

Rules of meeting

- The only items that may be raised under general business are those of an informal nature, or those that are within the scope of the business already laid down. Motions of a substantial nature relating to items not covered in the notice of the meeting will not be allowed.
- If any item of urgency arises which is not within the business of the meeting, the Chair has the power to accept it without notice or rule that due notice must be given.
- All motions additional to those referred to on the agenda shall be in writing, signed by the movers (forms will be provided), and delivered to the Chair.
- When addressing the Chair, the person desiring recognition will properly identify themselves, giving his or her name and affiliation. Only ALIA members may speak.
- Debate shall be limited to three minutes for each speaker, no speaker may have the floor twice on the same question until all who wish to speak have spoken.
- To be valid, a nomination or election of a proxy must be in the form set out in the Constitution, item 8.2, and have been received by 6:00pm on 12 May 2013.
- By general consent, if there be no objection, or by a two-thirds vote, any rule governing the debate may be suspended.
- The Chair's rulings on procedural matters may not be debated. The reference for rules and their interpretation by the Parliamentarian will be Joske's *The law and procedure at meetings in Australia*, 10th ed, 2007. A Parliamentarian will be appointed to advise the Chair on procedures and to assist in determining the results of a poll of members present if necessary.