



**30th European Conference of the International Lesbian and Gay Association
12th ILGA-Europe conference**

**Vienna, Austria, 30 October – 2 November
Organised in association with HOSI Wien**

B. NOTIFICATION – SECOND MAILING

To the full members of ILGA-Europe

18 August 2008

Dear friends,

the purpose of this notification is to fulfil the procedural requirements set out in our Constitution and to set out the activities that need to be taken before the annual conference and their timetable.

This notification includes:

- 1) Summary of key dates and deadlines
- 2) Preliminary agenda of the conference
- 3) Nomination of candidates for election to ILGA-Europe Executive Board.
- 4) Nomination of candidates for election as regional representatives on ILGA World Executive Board.
- 5) Registration of delegates for voting purposes and nomination of proxies.
- 6) Selection of conference hosts for 2010.

IMPORTANT – Please, take note that only one proposal for a resolution has been put forward by a member organisation and that there are no other proposals by either a full member(s) or the Executive Board. Full members are reminded that at the Conference, under Standing Order 10, "Full members and the Board may submit proposals or amendments on matters which have arisen since the relevant deadline for the receipt of proposals or amendments in the timetable published under Standing Order 2. Such "emergency" proposals/amendments may only be admitted to the agenda with the consent of Conference, and will be considered by workshops in the same way as proposals/amendments on the final agenda, in accordance with Standing Order 5.

1. SUMMARY OF KEY DATES AND DEADLINES

23 June – First mailing

4 August – Deadline for submission of proposals

18 August – Second Mailing with preliminary conference agenda, accounts for 2007

COMPLETED

12 September –

- **deadline** for nomination of candidates for the ILGA-Europe Executive Board and for regional representatives of the ILGA World Executive Board
- **deadline** for submission of proposals to host the 2009 conference
- **deadline for registration** of conference participants;
- **deadline for registration** of delegates for voting purposes;

6 October – Third mailing with final agenda, including amendments to proposals, names of candidates for the Executive Board and the regional representatives on the World Board, candidates for hosting the 2010 conference and the proposed budget for next financial year.

For all procedural documents and the conference registration and scholarship application forms access www.ilga-europe.org/conference. Further information can be obtained by contacting ILGA-Europe at conference@ilga-europe.org.

2. PRELIMINARY AGENDA OF THE CONFERENCE

The constitution requires the publication of a preliminary agenda of the formal elements of the Conference. This agenda is as follows:

- Approval of the Chairing Pool selected by the Executive Board
- Consideration of the Executive Board's report on work undertaken since the 2007 conference
- Approval of the accounts for 2007-2008 and of the draft budget for 2008-2009
- Consideration of a report on the current financial position
- Consideration of the proposals and amendments
- Election of the Executive Board and reserves
- Election of the regional representatives on the ILGA World Executive Board and reserves
- Appointment of an auditor for 2008-2009
- Election of host organisation for the 2010 regional conference
- Any other business.

3. NOMINATION OF CANDIDATES FOR ELECTION TO THE ILGA-EUROPE EXECUTIVE BOARD

Deadline: 12 September

The election process has been changed as per Vilnius 2007 conference. This will be the first time we will elect a board of ten people, of whom 5 will have a two-year term of office (according to the rules approved at the Vilnius conference), and the other 5 will have a one-year term of office, that is until the Malta 2009 conference, where we will elect 5, and only 5 board members with a two-year term of office.

Under the constitution the Board consists of 10 individuals of whom at least 4 must be people who identify as women and at least 4 must be people who identify as men. Nomination must be made using the Nomination form sent with the first mailing. Please follow the instructions set out in **Guidelines for Nominations** (also sent with the first mailing). More copies of both the form and the guidelines can be obtained from the conference website www.ilga-europe.org/conference

We remind you that full members and the Board may nominate up to 10 people, regardless of their gender identification, as candidates for election to these places, but it should be noted that there cannot be more than six people who identify as women or more than six people who identify as men elected to the Board.

In accordance with the constitution, all candidates must be individuals from a full member organisation (which must be up-to-date with its membership subscription). However, candidates do not need to be a member of the organisation nominating them.

The constitution requires that the diversity of the membership in the Region be reflected in the composition of the Board. Full members are asked to give consideration to this when deciding on their nominations. They are also asked to ensure that they have paid their ILGA membership fee for 2008.

We would further invite full members to consider the issue of women and other underrepresented groups when deciding nominations.

Please, note that nomination forms must be sent to the ILGA-Europe office by fax or ordinary mail and received by 12 September.

4. NOMINATION OF CANDIDATES FOR ELECTION AS REGIONAL REPRESENTATIVES ON THE ILGA WORLD EXECUTIVE BOARD

Deadline: 12 September

The election process has changed as per Vilnius conference. The term of office of the European representatives in the ILGA World Executive Board is from the end of the regional conference at which they are elected until the end of the second regional conference after the election. Nomination must be made using the Nomination form sent with the first mailing (further copies can be obtained from the conference website, www.ilga-europe.org/conference).

Full members may nominate one person who identifies as a woman and/or one person who identifies as a man as candidate(s) for these positions. All candidates must be individuals from a full member organisation in the Region (which are up-to-date with their membership subscription). However, candidates do not need to be a member of the organisation nominating them.

Candidates will be asked to provide written election statements, which will be circulated with the third mailing.

Please, note that nomination forms must be sent to the ILGA-Europe office by fax or ordinary mail and received by 12 September.

5. REGISTRATION OF DELEGATES FOR VOTING PURPOSES AND NOMINATION OF PROXIES.

Deadline: 12 September

Only members who have paid their fees for 2008 will be able to vote. Renewal of membership is possible prior to the conference via the ILGA website at:

http://www.ilga.org/getinvolved_results.asp?LanguageID=1&FileID=15

Groups that wish to become ILGA members may apply before 12 September via the ILGA website at: http://www.ilga.org/member_01.asp?LanguageID=1. The decision about your application at the ILGA World Annual Conference and your voting rights effective for the next ILGA-Europe conference in Malta.

Registration forms to notify which delegate(s) is (are) entitled to exercise a full member organisation's voting rights were attached to the first mailing, and further copies can be obtained from the conference

website www.ilga-europe.org/conference. They include information about voting and proxies and should be filled in for these purposes.

Please, note that the forms must be sent to the ILGA-Europe office by fax or ordinary mail and received by 12 September.

6. SELECTION OF FUTURE CONFERENCE HOST

Deadline: 12 September

This year's conference will decide on the host for the 2010 annual ILGA-Europe conference (the host of the 2009 conference, Malta, was decided at last year's conference in Vilnius).

Member organisations interested in hosting the 2010 conference must submit their proposal. Please see the **Guidelines for Member Organisations wishing to host the annual conference** sent with the first mailing or available at the conference website, www.ilga-europe.org/conference

The proposals should be submitted to the ILGA-Europe office in accordance with the Guidelines by fax or ordinary mail and received by 12 September.

Yours sincerely,

Deborah Lambillotte
ILGA-Europe co-chairs

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