

**29th European Conference of the International Lesbian and Gay Association
11th ILGA-Europe conference**

**Vilnius, Lithuania, 25-28 October 2007
Organised in association with Lithuanian Gay League**

18th June 2007

To the full members of ILGA-Europe

First mailing – notification

Dear friends,

The purpose of this notification is to set out the activities that need to be taken before the annual conference and the timetable for carrying out the procedural aspects of the conference.

PROCEDURAL ASPECTS OF THE CONFERENCE

1. Summary of key dates and deadlines

30 July	Deadline for submission of proposals
13 August	Second mailing: Publication of proposals, preliminary agenda and accounts for 2006
7 September	Deadline for registration for conference participants
7 September	Deadline for registration of delegates for voting purposes
9 September	Deadline for submission of amendments to proposals Deadline for nominations of candidates for the ILGA-Europe Executive Board and for regional representatives on the ILGA World Executive Board
9 September	Deadline for submission of proposals to host the 2009 conference
1 October	Third mailing: 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 2009 conference and the proposed budget for next financial year.

2. Conference Proposals

Deadline: 30 July

The Conference determines the policies of ILGA-Europe and guides the work of the Executive Board within the framework of the Constitution. Formal proposals to the Conference can be submitted by full members in the Region and by the Board, and should address substantive policy or constitutional issues. Information about current policies, recent policy position papers and the current strategic plan can be found on the ILGA-Europe website. Members are of course welcome to take up issues with the Board at any time.

Proposals must be submitted by 30 July. Each proposal must clearly state the name of the organisation submitting the proposal, and the name of the person(s) submitting it on the organisation's behalf. It must be sent to the ILGA-Europe office by email, fax or ordinary mail and received by 30 July.

3. Nomination of candidates for election to the ILGA-Europe Executive Board

Deadline: 9 September

The Executive Board is elected annually. Under the current constitution it 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. 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.

We would like to invite representatives of member organizations that have strong knowledge and engagement, in particular in the areas of finances and employment, to consider putting themselves forward.

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 2007.

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

Nominations must clearly state the name of each candidate, and the full member organisation of which they are an individual member.

Nomination forms can be obtained from the conference website, www.ilga-europe.org/conference. Follow the link [öinfo to membersö](#).

Candidates will be asked to provide written election statements, which will be circulated with the third mailing. Further details will be provided in the second mailing.

Please, note that nominations must be sent to the ILGA-Europe office by fax or ordinary mail and received by 9 September.

⇐ **Attached:** Form for nomination of candidates for the ILGA-Europe Executive Board

4. Nomination of candidates for election as regional representatives on the ILGA World Executive Board

Deadline: 9 September

The two representatives of the European Region on the ILGA World Executive Board are elected annually. 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.

Nominations must clearly state the name of each candidate, the organisation of which s/he is an individual member, and whether the candidate is being nominated for the womanø or the manø place on the World Board.

Again nomination forms can be obtained from the conference website, www.ilga-europe.org/conference. Follow the link [öinfo to membersö](#).

Candidates will be asked to provide written election statements, which will be circulated with the third mailing. Further details will be provided in the second mailing.

Please, note that nominations must be sent to the ILGA-Europe office by fax or ordinary mail and received by 9 September.

⇐ **Attached:** Form for nomination of candidates for the European regional representatives on the ILGA World Executive Board

5. Selection of future conference host

Deadline: 9 September

This year's conference will decide on the host for the 2009 annual ILGA-Europe conference (the host of the 2008 conference, Vienna, was decided at last year's conference in Sofia).

Member organisations interested in hosting the 2009 conference must submit their proposal. A questionnaire and guidelines for conference hosts are available from the Conference website, www.ilga-europe.org/conference.

The questionnaire should be completed and returned to the ILGA-Europe office by fax or ordinary mail and received by 9 September.

6. Registration of delegates for voting purposes

Deadline: 7 September

Registration forms to notify which delegate(s) is (are) entitled to exercise a full member organisation's voting rights are attached to this mailing. They include information about voting and proxies and should be filled in for these purposes.

← **Attached:** Delegates registration and proxies notification form

7. Practical information about the conference

Much practical information about the conference is published at the conference website, www.ilga-europe.org/conference, including how to register. Further information can be obtained by contacting ILGA-Europe at conference@ilga-europe.org.

Yours sincerely,

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Riccardo Gottardi
ILGA-Europe co-chairs