

**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**

13th August 2007

To the full members of ILGA-Europe

B. NOTIFICATION - SECOND MAILING

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) Amendments to proposals
- 4) Nomination of candidates for election to ILGA-Europe Executive Board.
- 5) Nomination of candidates for election as regional representatives on ILGA World Executive Board.
- 6) Registration of delegates for voting purposes and nomination of proxies.
- 7) Selection of conference hosts for 2009.

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
COMPLETED	
7 September	Deadline for registration for conference participants 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 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.

Please access www.ilga-europe.org/conference for all procedural documents and nomination papers.

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:

- Election of the Chairing Pool
- Consideration of the Executive Board's report on work undertaken since the 2006 conference
- Approval of the accounts for 2006-2007 and of the draft budget for 2007-2008
- 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 2007-2008
- Election of host organisation for the 2009 regional conference
- Any other business.

3. AMENDMENTS TO PROPOSALS

Deadline: 9 September, 2007.

The formal proposals submitted by the Executive Board and by members for the 2007 Conference are included in this mailing.

You can also access these proposals through the website www.ilga-europe.org/conference.

Full members and the Board can now submit amendments to these proposals.

Each amendment must clearly state the name of the organisation submitting it, 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 9 September.

4. 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 organizational policies, 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. The form for nominations was included in the first mailing and further copies can be obtained from the conference website, www.ilga-europe.org/conference

Upon acceptance of their candidature, individuals will be asked to choose their self-identification to be included in the third mailing. 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 9 September.

5. 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.

The form for nominations was included in the first mailing and further copies can be obtained from the conference website, www.ilga-europe.org/conference

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 9 September.

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

Deadline: 7 September

Only members who have paid their fees for 2007 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 October the 12 via the ILGA website at:

http://www.ilga.org/member_01.asp?LanguageID=1

Registration forms to notify which delegate(s) is (are) entitled to exercise a full member organisationø 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 7th September.

