

President Margaret Allen and Directors invite members to join them at 6:00pm, Tuesday 15 May 2012 for the

ALIA ANNUAL GENERAL MEETING

Second notice of Annual General Meeting and call for motions. The 24th Annual General Meeting of the Australian Library and Information Association will be held on Tuesday 15 May 2012. Proposed location, ALIA House, Canberra (TBC)

Rules of Meeting

1. Motions for discussion at the AGM are to be forwarded in writing to the ALIA Executive Director, ALIA, PO Box 6335, Kingston ACT 2604 by **Friday 2 March 2012**. Motions should be signed by the movers either individually or on behalf of a division/group of the Association. All such motions received will be published in the AGM agenda notice in the March & April issue of INCITE and on ALIANet.
2. All motions to be put to the AGM must appear in this published agenda.
3. 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.
4. If any item of urgency arises which is not within the business of the meeting, the Chairperson has the power to accept it without notice or rule that notice must be given.
5. All motions additional to those on the printed agenda and in accordance with rule 4, and amendments, shall be in writing, signed by the movers (forms will be provided) and delivered to the Chair.
6. When addressing the Chair, the person desiring recognition will properly identify themselves, giving his or her name and affiliations. Only ALIA members may speak.
7. 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.
8. Proxies. To be valid, proxies must be in the form set out in the Constitution item 8.2 and be in the hands of the ALIA Executive Director, ALIA, PO Box 6335, Kingston ACT 2604, email address: enquiry@alia.org.au, by **6:00pm AEST on 14 May 2012**. Proxy forms must not specify how the holder of the proxy is to vote on specific areas. A proxy must also be a member. A form is available from ALIA National Office or on ALIANet at <http://www.alia.org.au/governance/>
9. By general consent, if there be no objection, or by a two-thirds vote, any rule governing the debate may be suspended.
10. 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.

All members are invited to attend. RSVP ALIA National Office, ph 02 6215 8222; enquiry@alia.org.au



March and April Courses

Project Management Tools and Techniques Workshops

This one day workshop covers the basic tools and techniques for project management. Delivered in plain English and applied to the projects and events managed in a library setting.

PD category: Informal Learning

PD points: 7

Dates: 16 March – Melb, 17 April – Syd, 18 April – Canb (For other locations and dates planned for 2012 please check ALIA Training web page.)

Registrations Close: 2 weeks prior to course date

Managing Challenging Clients

Understand and deal with clients who are suffering from problems related to mental illness, disability, or substance abuse. Includes causes, definitions, and symptoms, behaviour management, and self management.

PD category: Informal Learning

PD points: 7

Dates: 16 April – Syd (For other locations and dates planned for 2012 please check ALIA Training web page.)

Registrations Close: 2 weeks prior to course date

Cataloguing Basics

A full TAFE unit (*Undertake Cataloguing Activities*) condensed into six weeks and undertaken online. Perfect as a refresher or for those with limited cataloguing experience. Includes an update on RDA. In partnership with TAFESA.

PD category: Tertiary Courses

PD points: 30

Dates: 23 April to 1 June

Registrations Close: 10 April

For all course details and to register visit <http://www.alia.org.au/training/>