



Circular Letter 31/2022

25 November 2022

Subject: **14th IALA General Assembly, Windsor Expo Convention Center, Rio de Janeiro**

To: National members

Dear IALA National member,

The 14th IALA General Assembly will be held at the Windsor Expo Convention Center in Rio de Janeiro, Brazil, on 3 June 2023 in conjunction with the 2023 IALA Conference. The General Assembly meets in ordinary session at intervals not exceeding five years and is an important gathering for all members of all categories of membership.

The purpose of this letter is to invite your organization, National member of IALA, to support the preparation of this meeting as per the IALA Constitution Article 8, and the General Regulations Articles 3.3 and 3.5, which provide for the following:

IALA is administered by a Council comprising up to twenty-one elected councilors and three non-elected councilors. Constitution.

Elected councilors:

The heads of National member authorities or their representatives elected by ballot of all National members attending a General Assembly; only one National member from any country may be elected to the Council.

Elected councilors shall, as far as possible, be drawn from different parts of the world with a view to achieving as widespread a representation as possible.

General regulations.

- Six months before the opening of the General Assembly National members are invited to submit proposals that they wish to be discussed at the General Assembly. The proposals are received by the Secretariat for the next two months.
- Six months before the opening of the General Assembly National members are invited to declare their candidacy for the Council. Nominations are received by the Secretariat for the next four months.
- Nominations for Council election should include the name of the National member being nominated and, in a Council-approved format, credentials of the National member for a position on the Council and credentials of the person who would represent the National member on Council.

A **provisional Agenda** for the General Assembly, based on standard discussion items, has been developed and is attached as Annex 1. You are invited to let me have your comments and any proposals **by 3rd February 2023**.



A standard credentials form for **candidates to the Council** is attached at Annex 2. It can be used on your letter head, or any official format National member organizations may require. Should your organization wish to be a candidate, you are invited to send the form back to the Secretariat **by 3rd April 2023**.

The final draft Agenda, nominations for the Council election and all meeting documents will be made available in English and French to the members two months before the opening of the General Assembly. An official invitation to attend will be issued at the beginning of the year 2023.

All correspondence regarding the General Assembly should preferably be by e-mail addressed to secgen@iala-aism.org

I am looking forward to hearing from you soon.

Yours sincerely,

A handwritten signature in blue ink, reading "F. Zachariae", is positioned above the typed name.

Francis ZACHARIAE
Secretary-General



14th IALA GENERAL ASSEMBLY

Provisional Draft Agenda

1. Approval of the Agenda
2. Report by the President or the Secretary-General
3. Finance report
4. Approval of amendments to the Constitution
5. Approval of the Standards
6. Approval of the Strategic Vision
7. Consideration of proposals received from members
8. Any other business
9. Election of the Council

ANNEX 2



DECLARATION OF CANDIDACY

To be signed by the Head of the National authority and sent to the IALA Secretary-General

Dear Secretary-General,

In accordance with Article 8 of the IALA Constitution and Article 3.5 of the IALA General Regulations I have the honour to inform you that I have been authorized to present ... [name of the National member authority]... , National member of the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA), as a candidate national authority for election to the IALA Council in June 2023.

The attached statement sets out the background to this nomination.

Should ...[name of the National member authority]... be elected it will be represented at Council meetings by

... [full name and title] ...

... [contact details] ...

A statement setting out [his/her] suitability for the role is attached.

[Signature]

[Full name and title]