



## ANNUAL GENERAL MEETING

The 47th Annual General Meeting of the Library Association of Australia will be held in Darwin on Wednesday, 2 July 1986.

### AGENDA

1. Notice convening meeting
2. Apologies
3. Minutes of the 1985 Annual General Meeting
4. Presentation of 1985 Annual Report and Balance Sheet, and Income and Expenditure Account
5. Presentation of supplementary Balance Sheet and supplementary Income and Expenditure Account to 31 July 1985.
6. Appointment of auditors
7. General business (see 3 below)

### Rules of Meeting

1. Motions for discussion at the AGM are to be forwarded in writing, in duplicate, to the Executive Director, 376 Jones Street, Ultimo by Friday, 30 May 1986. Motions should be signed by the mover either individually or on behalf of a division of the Association. All such motions received will be published in the AGM agenda in the 20 June issue of *InCite* (No 10)
2. All motions to be put to the AGM must appear in this publication 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 an item of urgency arises which is not within the business of the meeting the Chairman has the power to accept it without notice, or rule that due notice must be given.
5. All motions additional to those on the printed agenda and in accordance with 3. above, and amendments shall be written in triplicate and signed by the movers (forms will be provided), one copy to be delivered to the Chair, the second to the projectionist, the third to the mover.
6. When addressing the Chair, the person desiring recognition will properly identify himself, giving his name and library. Only LAA 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 By-law 15 and in the hands of the General Secretary (Ms. Jan Cree) by 30 June 1986. Proxy forms must not specify how the holder of the proxy is to vote on specific issues.
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 Chairman'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 and New Zealand*, 7th ed. 1982. A Parliamentarian will be appointed to advise the Chairman on procedure and to assist in determining the results of a poll of members present if necessary.

### Tracing your Family History

Come along to Richmond Villa on Thursday April 17 at 7.30 pm and hear Nick Vine Hall telling you how to do it! He'll answer your questions too! Charge: \$2. Bookings: Brenda Pittard (02) 692 9233.

**A National Book Council function**

## AIMA INSTITUTES HELD



Margaret Trask, Duane Webster and participants in the AIMA Basic Management Institute held in Sydney in February. Photograph: Alan Ventre

The Australian Information Management Association has held the first of its 1986 library management institutes.

A Basic Institute (3½ days), for library professionals in supervisory positions, was conducted in Sydney from 25 to 28 February, and attracted 29 participants from public, academic and special libraries and school library consultants in New South Wales, the ACT, Victoria and Queensland. The Melbourne Advanced Institute (4½ days) was held from 3 to 7 March and was a residential course for 25 senior library managers from the ACT, Victoria, New South Wales, Queensland and Western Australia. A 3 day Management Review and Update Institute for senior managers who had participated in the Advanced Institutes conducted in 1983 and 1984 was also held in Melbourne with 20 participants from

South Australia, Western Australia, Queensland, New South Wales and Victoria.

Duane Webster, Director of the Office of Management Studies in the US Association of Research Libraries and Margaret Trask, Executive Director of AIMA were course leaders.

AIMA will be offering basic and specialist courses in the latter part of 1986 and in 1987, some in states other than New South Wales and Victoria. Topics being considered for specialist courses include supervision, performance appraisal, organisational diagnosis and time management.

Membership of AIMA is open to individuals and institutions, and costs \$50 p.a. Membership includes the *AIMA Newsletter*, which is issued 4 times a year, and reduced rates for Institutes and other activities. Contact AIMA at PO Box 206, Enmore, NSW 2042.



## LAA JOURNALS

The journals listed below are produced by divisions of the Library Association of Australia. Subscriptions may be arranged through the LAA, 376 Jones Street, Ultimo NSW 2207.

### Australian Academic and Research Libraries.

Quarterly journal of the University and College Libraries Section of the LAA. ISSN 0004-8623. Subscription rate: \$A20.00.

### Australian Special Libraries News.

Quarterly journal of the Special Libraries Section of the LAA. ISSN 0005-027X. Subscription rates: \$A20.00, airmail rate varies according to destinations.

### Cataloguing Australia.

Quarterly journal of the Cataloguing Section of the LAA. ISSN 0312-4371. Subscription rates: Australia \$A14.00, Overseas surface post \$A17.00. Airmail rate varies according to destinations.

### Education for Librarianship: Australia.

Publishes papers on relevant issues and includes up-to-date news on developments in educational institutions. Appears three times a year. ISSN 0813-4235. Subscription rates: \$A8.00, airmail \$A14.00.

### Orana.

Quarterly journal of the Children's Libraries Section of the LAA. ISSN 0045-6705. Subscription rates: \$A16.00 within Australia, \$A19.00 for overseas surface post, and \$A26.00 for overseas airmail.

Overseas subscribers note:—

**Please make payment in Australian dollars.**