

Dear IPA members

## **Invitation to the Extraordinary General Assembly 2015**

Further to my call on 1<sup>st</sup> February 2016, I am honoured to open the IPA Extraordinary General Assembly for fiscal year of 2015 today and herewith invite you to our email meeting effective from 8<sup>th</sup> February to 29<sup>th</sup> February.

The Three items for the Agenda and one Voting Form are now listed at the IPA website. (<http://www.press-in.org/events/calendar/en> ) In order to exercise voting rights as IPA Individual Members, you may express your wishes on the form of the Agenda by selecting either Approve or Reject. Your vote can only count towards the resolution if the form is received no later than 12.00 noon on Monday 29<sup>th</sup> February in Japan time at the IPA Secretariat.

Your vote is very important for the management of the IPA. In case the total number of votes is less than a half of the whole membership, this Extraordinary General Assembly will not be established. We hope you will participate in the voting to support and create successful future activities of the IPA.

The detailed procedure of voting is described on the next page.

Yours sincerely  
Prof. M. Bolton  
Chairman of the IPA

# Voting Procedure

## 1. Study the Agenda

To access the IPA website, click “The Extraordinary General Assembly 2015” on “Topics” corner at the top page, open PDF files of the three items for the Agenda and read carefully to decide to approve or reject each item.

<b>Agenda</b>	<b>Three files of 3 pages total</b>
Item 1	Election of Chairman
Item 2	Elections of Director
Item 3	Revision to the Constitution

## 2. Mark your decision on the Voting Form

Open the Microsoft Word file of the Voting Form on the same webpage (<http://www.press-in.org/events/calendar/en>), type in the information below and mark your decision.

- a) Membership ID (10 digits number written at the bottom left of the Membership Card)
- b) Your Name (the same name as written on the Membership Card)
- c) Your Decision (Approve or Reject, to leave the one for your decision and delete the one for against)
- d) Further Opinion (to type in the Communication Column, reasons for rejection, proposals and requests, if any)

## 3. Return your Voting Form to the IPA Secretariat

To complete the Voting Form and email it back to the IPA Secretariat by 12.00 noon on **Monday 29<sup>th</sup> February 2016** in Japan time following the steps listed below:

- a) Insert your membership ID number to the end of the file name of your completed Voting Form
- b) Attach your Voting Form to an email
- b) Use the email address of IPA as [tokyo@press-in.org](mailto:tokyo@press-in.org)
- c) Type the title of the email: “IPA Extraordinary General Assembly 2015”
- d) Send a blank email with the attachment file only