



January 20, 2016

**Re: Follow up Memo re Absentee Voting & Remote Access**

Dear CLA Member,

CLA has received a few enquiries regarding the lack of electronic voting for the Special Meeting and the reliance on proxies for voting by people who cannot attend in person. Staff reviewed a number of electronic voting systems and none of them could handle the CLA member structure in a way that ensured the vote was valid. CLA's member structure provides institutions multiple votes because of their size and no system dealt with this well. Further, there was no system that provided the level security of necessary to ensure that only members would vote.

Because of the importance of this vote to CLA, Executive Council decided to rely on the traditional method of proxy voting which has been used for decades by associations across the world. In order to ensure that members who cannot be present in person can still speak, there will be web-based observing and also the ability to comment through the web-interface, but members must arrange their proxies and institutional representatives in advance to exercise their vote. We agree that this is not ideal, but it is how the association has operated for over 60 years and how other organizations – such as IFLA – still operate.

Please note that we have restricted access to the media in order to allow members to engage in confidential discussions about CLA. Questions and discussions may emerge that involve private and confidential information. Members should be able engage in these discussions without this information appearing in the public media.

**Remote Access to Special Meeting**

Electronic viewing of the meeting will be available for people who cannot attend in person and CLA will provide a mechanism for people who are not present in person to ask questions or make comments. The following link will connect you to the meeting.

[www.meetview.com/cla20160127](http://www.meetview.com/cla20160127)

**HOWEVER, AS NOTED ABOVE, DUE TO THE COMPLEXITY OF CLA'S MEMBERSHIP STRUCTURE, MEMBERS ATTENDING VIA PHONE OR WEBCAST WILL NOT BE ABLE TO VOTE REMOTELY AND SHOULD CONSIDER ASSIGNING A REPRESENTATIVE (FOR INSTITUTIONAL, ASSOCIATE, OR CORPORATE MEMBERS) OR PROXY HOLDER (FOR PERSONAL AND HONORARY MEMBERS) WHO WILL BE PRESENT AT THE SPECIAL MEETING TO CARRY THEIR VOTE.** Details on how to do this can be found on the CLA website (<http://bit.ly/1ne9abS>).

In order to ensure a smooth and timely registration process, we would appreciate it if you could forward copies of any proxy or representative letters to the CLA office in advance of the meeting so that we may undertake the necessary verifications of membership status. This is not required however staff would be most appreciative. Please note, proxy holders MUST be members of CLA.

The letter may be deposited

- at the registered office of the CLA in person (1150 Morrison Drive, Suite 400, Ottawa, Ontario K2H 8S9) or via email to the Executive Director at [vmckay@cla.ca](mailto:vmckay@cla.ca) no later than January 26, 2016 at 5:00 pm Eastern time or
- it may be presented at the door of the Special Meeting, to the CLA staff distributing the meeting packages and voting cards to attendees.

Sincerely,

*CLA Executive Council*