

## **Notice of 2014 Annual General Meeting & Resolutions Process**

### **Notice of Annual General Meeting**

The 2014 Annual General Meeting of the Canadian Library Association will be held Friday, May 30, 2014, commencing at 4:30 pm at the Victoria Convention Centre, Victoria, BC. **To be eligible to vote, all members must register and pick up their voting cards.** Registration will begin at 4:00 pm; members are asked to arrive as early as possible so that the meeting can begin on time. Institutional members: please see the addendum attached to this notice.

Members who have special accessibility needs (for example, mobility; hearing or sight impairments) are asked to contact the CLA office at their earliest convenience so that any possible arrangements can be made to ensure their complete participation in the Annual General Meeting.

### **Notice of Resolutions Process**

The Participation Committee has appointed a Resolutions Committee (properly called a Reference Committee, *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, Chapter 24).

The deadline for receipt of resolutions is **Wednesday, May 28, 2013 at 6:30 pm Pacific Time.** Resolutions must be delivered to any CLA staff member, Executive Council member or to the CLA Office at the Victoria Convention Centre, Victoria, BC.

Movers are urged to supply an editable electronic copy of the resolution as well as or in lieu of a paper copy. Please note that sending a Resolution via e-mail at the last minute is risky; it may not reach the Resolutions Committee in time. If you are intending to submit a resolution electronically, please contact CLA Executive Director Valoree McKay in advance.

The Resolutions Committee will undertake a preliminary review of the resolutions received during the evening of May 29. Movers should supply their contact information in Victoria in case the Committee needs to reach them.

The Committee will hold a hearing on all proposed resolutions on Thursday, May 29 from 5:00-6:00pm in the Esquimalt Room at the Victoria Convention Centre. At the hearing, resolutions will be presented to the membership for information and clarification. Suggested amendments (wording changes for clarification) will be dealt with at the hearing. Debate on the substance or

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principles of the resolutions will not be permitted (that is solely in the purview of the membership at the Annual General Meeting). Movers of resolutions should be prepared to present and explain their resolutions.

**Members interested in gaining a full understanding of the resolutions should attend the Resolution Committee hearing.** They will be permitted to ask the movers questions of clarification. Movers will be permitted to fine-tune the wording of their resolutions at the hearing.

In accordance with the Standard Code of Parliamentary Procedure (p. 217) the Resolutions Committee meeting following the hearing will be *in camera*.

Movers may move to withdraw their resolutions up until the time the resolution is voted on in the Annual General Meeting. Members requiring clarification of the resolutions process are urged to contact Executive Director Valoree McKay at their earliest convenience.

email: [vmckay@cla.ca](mailto:vmckay@cla.ca)

office phone: 613-232-9625 (until May 23 at noon Eastern time)

mobile: 613-513-5123

on-site: at the Victoria Convention Centre, Victoria, BC

*Valoree McKay, CAE*  
*Executive Director & Secretary*

## **Addendum**

### **Proxy Votes:**

The CLA bylaws provide for voting by proxy. Any voting member (Personal Member or voting member of Institutional Members) who is not able to attend the meeting may be represented by another member. If you wish to assign a proxy, please provide your designate with a letter signed by you and naming your designate, indicating that they are your representative at the AGM for voting purposes. This letter should be presented at the door of the AGM, to the staff distributing the meeting packages and voting cards to attendees.

*Article 9.1 Any member may be represented at annual or special general meetings of the Association by another member acting as their proxy, provided that such proxy is in writing, whether in paper form or in electronic form.*

*Article 9.2 Members represented by proxy shall count towards the quorum required for annual or special general meetings.*