



## MEMORANDUM

To: Canadian Library Association Members

From: CLA Executive Council

Date: January 15, 2016

Subject: Observers and Guests at the 2016-01-27 Special Meeting (the “**Special Meeting**”)

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### PURPOSE

The purpose of this memo is to provide clarity regarding the presence of guests and observers in the Special Meeting.

### BACKGROUND

The Special Meeting of CLA members will present an important question to the CLA membership and it is important that all CLA members have access to a seat in the room and an opportunity to participate in the discussion. There will be a designated area for member seating.

### INVITED GUESTS

The CLA Executive Council has invited several guests to the Special Meeting, primarily representatives of other library associations in Canada who participated in various stages of proposal development. These guests do not participate in the discussion unless asked to do so by the Chair of the Meeting. These guests do not have the right to vote. There will be a designated area for guest seating. The Chair of the Meeting has the discretion to ask invited guests to leave the Special Meeting at any time.

### OBSERVERS

Individuals who are not members of CLA and who are not invited guests to the meeting may be permitted into the Special Meeting at the discretion of the Chair of the Meeting, provided there is space. CLA staff will provide entrance to observers after all members and invited guests have been seated. There is no guarantee that there will be space in the room. Observers do not participate in the discussion unless asked to do so by the Chair of the Meeting. Observers do not have the right to vote. There will be a designated area for observer seating. The Chair of the Meeting has the discretion to ask observers to leave the Special Meeting at any time.

The media is not permitted in the Special Meeting.