



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

NOTICE TO MEMBERS: CFLA-FCAB ANNUAL GENERAL MEETING
Wednesday, January 29, 2020, 10:30 AM EST
Room TBD, Metro Toronto Convention Centre (during OLA Super Conference)
255 Front Street West,
Toronto, Ontario.

Registration to the OLA Super Conference is **not** required for attendance at the CFLA-FCAB AGM. Members may also attend online at: <https://zoom.us/j/593595122>

CFLA-FCAB GOVERNANCE

CFLA-FCAB governance is subject to the **Canada Not-for-profit Corporations Act, S.C. 2009, c.C-32** (the "Act") and CFLA-FCAB Bylaw Number One. Our Bylaws require a General Meeting (AGM) of Members to be convened on an annual basis.

The purpose of the AGM is to:

- report on the activities of the Federation;
- ask for ratification of resolutions requiring membership support;
- elect directors for open positions on the CFLA-FCAB Board of Directors;
- present to the Members a Review Engagement Report of the Federation for the previous fiscal year; and
- allow Members to ratify the selection of a public accountant who will review CFLA-FCAB's 2019 financial statements.

The Act requires that the AGM be held within six months of the end of the previous fiscal year. CFLA-FCAB's last fiscal year ended August 31, 2019.

ATTENDANCE AT THE CFLA-FCAB AGM

Any interested member of the library community is welcome to attend the CFLA-FCAB AGM; however, only official representatives of member associations are eligible to vote. Members of the Federation include:

- Administrators of Medium-Sized Public Libraries of Ontario (1 vote)
- Association des bibliothèques publiques du Québec (2 votes)
- Association des bibliothécaires du Québec - Quebec Library Association (1 vote)
- Association of British Columbia Public Library Directors (1 vote)
- Atlantic Provinces Library Association (1 vote)
- British Columbia Library Association (2 votes)
- British Columbia Library Trustees Association (1 vote)
- Canadian Association of Law Librarians (1 vote)

- Canadian Association of Professional Academic Librarians / l'Association canadienne des bibliothécaires académiques professionnels (CAPAL/ACBAP) (1 vote)
- Canadian Association of Research Libraries/ L'Association des bibliothèques de recherche du Canada (3 votes)
- Canadian Council of Archives/Conseil Canadian des archives (1 vote)
- Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (1 vote)
- Canadian School Libraries (1 vote)
- Canadian Urban Libraries Council (CULC) / Conseil des bibliothèques urbaines du Canada (3 votes)
- Ex Libris Association (1 vote)
- Federation of Ontario Public Libraries (2 votes)
- Library Association of Alberta (1 vote)
- Manitoba Library Association (1 vote)
- Newfoundland and Labrador Library Association (1 vote)
- Northwest Territories Library Association (1 vote)
- Nova Scotia Library Association (1 vote)
- Nunavut Library Association (1 vote)
- Ontario Library Association (3 votes)
- Saskatchewan Library Association (1 vote)
- Yukon Library Association (1 vote)

Associations that join the Federation by January 28, 2020 will be eligible to cast one or more votes in accordance with the terms set out in the Bylaws.

VOTING PROCESS

Please send the name of the person who is authorized to vote on behalf of the association/organization to Katherine McColgan (kmccolgan@cfla-fcab.ca) no later than January 22, 2020 using the attached form. For associations eligible to cast more than one vote, additional votes may be cast by the same person or by different people.

CFLA-FCAB members have three options to cast their ballots:

1. Vote in person at the Annual General Meeting.
2. Vote by poll/chat if joining online.
3. Assign a proxy vote to an individual who can attend the meeting.

A vote by proxy may be assigned to any individual present at the meeting.

MATTERS TO BE REFERRED TO THE MEMBERSHIP AT THE 2020 AGM

The following matters require a membership vote at the Annual General Meeting:

SELECTION OF PUBLIC ACCOUNTANT

Under the Act, CFLA-FCAB must provide its members with a Review Engagement Report for the fiscal year ending August 31, 2019.

For the 2020 Fiscal Year, the Board requests that the Members ratify the selection of Ouseley Harvey Clipsham Deep, as public accountants for CFLA-FCAB.

APPROVAL TO CONDUCT A REVIEW ENGAGEMENT

Under the Act, CFLA-FCAB must obtain member approval to conduct a Review Engagement rather than a full Audit.

For the 2020 fiscal year, the Board requests that the Members approve a Review Engagement to be conducted by the public accountant.

ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

As per Bylaw No. 1, Section 32. Board Composition, at each Annual Meeting of Members where the election of Directors is required, the Members shall elect Directors to fill vacancies.

The Board presents the following candidates to be elected to the Board at the January 29, 2020 AGM in Toronto to serve on the Board of Directors for a 2-year term commencing January 29, 2020:

- Vivian Lewis (Canadian Association of Research Libraries)
- Mary Chevreau (Canadian Urban Libraries Council)
- Kirk MacLeod (Alberta)
- Todd Kyle (Ontario)
- Julie McKenna (Prairie Provinces-Saskatchewan and Manitoba)

CONTINUING BOARD MEMBERS

- Sonia Smith (Québec)
- Christine Middlemass (British Columbia)
- Ron Knowling (Northern Territories)
- Ryan Lewis (Atlantic Canada)
- Stacy Allison-Cassin (Canadian Indigenous Ancestry)
- Katya Borrás (Francophone Library Associations)

PROPOSALS

Members may put forward proposals to be considered at the Annual General Meeting. Any member organization wishing to do so must notify Katherine McColgan (kmccolgan@cfla-fcab.ca) (notice of motion attached) no later than **Monday December 30, 2019** adhering to the stipulations outlined in Bylaw No. 1:

22. Notice of Motion. A notice of motion that will introduce business to the Corporation's meeting shall be in writing, indicating the Member organization, signed by the person introducing the business, and shall be submitted to the head office of the Corporation at least 30 days prior to the meeting. It shall be included in the agenda of the meeting under new business or as appropriate by the Chair of the meeting.

A member who brings a substantive motion to the meeting without previous notice, will be permitted three minutes to explain the proposal before the motion is referred to the Board of Directors or an appropriate standing committee.

Alternatively, motions for which insufficient notice has been given and that the substance or timing indicate urgency, shall only be considered by the members when a vote of 2/3 of the members present and voting permit it to be placed on the floor for discussion and decision.

23. Cost of Publishing Proposals for Annual Members' Meetings. The Member who submitted the Proposal shall pay the cost of including the Proposal and any statement in the notice of meeting at which the Proposal is to be presented unless otherwise provided by Ordinary Resolution of the Members present at the meeting.