

AACL MEETING GUIDELINES

1. General meetings are held twice a year. The spring meeting is designated the annual meeting and is held in conjunction with The Alberta Library's board meeting. Its location is alternated between a Calgary and an Edmonton institution. Whenever possible, the fall meeting is rotated around the province with the smaller centres acting as hosts on a voluntary basis.
2. The executive (Chair, Secretary/Treasurer, Director-at-Large) meet at the call of the Chair.
3. The hosting institution should provide morning and afternoon refreshments. If the institution cannot absorb the costs, the maximum AACL will contribute is \$50.00. The institution should arrange for lunch, and if it cannot absorb the costs, the attendees could pay for lunch. Notification of such must be made in advance of the scheduled meeting.
4. AACL will give an honorarium to a guest speaker at the discretion of the workshop committee. The honorarium will be in the form of a gift, not money, and will not exceed \$50.00. AACL will cover travel and other costs involved with bringing a guest speaker to a meeting.
5. The general meeting is conducted by the Chair (or the Director-at-Large in the Chair's absence) and will include reports from the Chair, Secretary/Treasurer, Director-at-Large, and all other AACL officers.