

**Guidelines for CoUL proxies attending council meetings**

Council of University Librarians (CoUL) members may send a proxy when they are unable to attend a council meeting and CoUL is unable to reschedule. By default, proxies are invited to attend CoUL meetings in their entirety and will receive the applicable pre-reads and supporting documents in advance; their attendance includes “closed” (i.e., in camera) agenda items, where the DOC chair and other guests are asked to temporarily leave the meeting, and CoUL round robins.

In some, select instances, proxies may be temporarily excused for a closed item or topic. Ideally, a decision to excuse a proxy for an agenda item will be made in advance of the meeting by the CoUL Steering Committee (consulting with the council and/or applicable CoUL member as needed), and both the CoUL member and their proxy will be notified prior to the meeting. For in-person meetings, excused proxies will be provided with a secondary space to work/wait.

While proxies by default will attend designated CoUL meetings in their entirety, some agenda items may be closed to the proxy, such as:

- Items specific to internal CoUL team-building and council culture;
- Consultations with UCOP Academic Personnel and Programs pertaining to labor, personnel or other confidential topics (and where the proxy is not one of the university librarian’s designated local leaders for managing or participating in such topics);
- Items restricted and unauthorized for distribution beyond university librarians and the CDL associate vice provost and executive director (e.g., due to political sensitivity);
- Where a CoUL member has requested that a topic be closed and limited to only the university librarians and the CDL associate vice provost and executive director.