



Policies and Procedures

Subject: **OBSERVER/GUEST ATTENDANCE AT BOARD MEETINGS POLICY**
Number: RCR-13
Issued By: Board of Directors
Date Issued: September 30, 2023
DEFINITIONS: RENFREW CURLING RINK "Club"
BOARD OF DIRECTORS "Board"

General:

Members of the club may occasionally wish to attend Board meetings and observe the proceedings or may be invited to present reports or findings as required by the Board.

While transparency is important to any governance process, it is crucial for Board members to also be provided the opportunity to have open and frank discussions among themselves, on topics, to ensure the best decisions possible. This policy provides the guidelines to be followed in these situations.

1. POLICY:

IN CAMERA SESSIONS

- ☞ The Board may hold an in-camera session at any Board meeting.
- ☞ The President and/or Board Members may, however, invite non-Board members to attend an in-camera session at the President's discretion for part of or all the meeting. A non-Board member will not have voting rights and will only participate in the discussion of the agenda item that they have been invited for.

OBSERVER ATTENDANCE

- ☞ A Member of the club wishing to attend a Board meeting as an observer must make a written request to the President at least five business days prior to the Board meeting, indicating why they wish to attend.
- ☞ A Member's request to attend a Board meeting is subject to the approval of the President who will then advise the Board members accordingly.
- ☞ The President may, however, designate, at their discretion, some agenda items as "No observers", and ask the observer to leave the meeting during the discussion of these items.
- ☞ The non-Board member will not have voting rights and is there for the purposes of observing only.

INVITED GUESTS

- ☞ The President may, at their discretion, invite individuals to attend a Board meeting for a specific purpose, to take part in the Board discussion and/or to provide the Board with additional information on a topic.
- ☞ The individual will participate for the designated agenda item and then be asked to leave after the discussion or at the end of their presentation.