



Policy number	GP-28
Policy name	Council Meeting Observers
Approved	November 19, 2021
Last reviewed	February 28, 2025
Scheduled review	Q1 2027

POLICY

Council values openness and transparency in its proceedings. Interested persons may attend open portions of Council meetings subject to the provisions of this policy and the Bylaws. Council meetings, when open, may be attended by both regulated members and the public.

REQUEST TO ATTEND

- Members may request to attend a Council meeting in the format in which the Council meeting is being conducted. A request, using the request form, may be made up to 15 business days prior to the scheduled Council meeting.
- Requests will be approved by College staff, unless unusual in which case Council Chair will be consulted.
- Observers will be accommodated on a first-come, first-served basis. The College may limit attendees due to meeting room capacity.
- Observers will be provided with rules and expectations that must be agreed to prior to acceptance for attendance by the College.
- Observers will be provided with a confidentiality agreement that must be signed prior to acceptance for attendance by the College.
- Observers will be accommodated in the setting in which the meeting is taking place. No virtual observers will be accommodated for in person Council meetings.

EXPECTATIONS

- When in person, a designated seating area will be provided for observers.
- If not already done, observers must sign and submit the College of Alberta Denturists Confidentiality Agreement prior to the start of the meeting.
- Observers will be compliant with the College of Alberta Denturists *Council Meeting Rules of Conduct For Observers*
- Observers are prohibited from pictures, audio and/or video recording any portion of the Council meeting. All electronic devices including, but not limited to, phones, tablets, notebooks, and laptops must be turned off and stowed away. When virtual meetings are conducted, proof of this may be requested by the Chair.
- If the meeting is held virtually, observers must keep their cameras turned on and microphones muted at all times. Failure to do so may result in the observer being removed from the meeting.
- Observers will remain quiet and unobtrusive during the Council meeting.
- Observers will be excused from all Council meeting breaks.
- Individual Council members will not comment to observers on meeting proceedings. All requests for clarification, comments or concerns will be made in writing to the Chair following the meeting.
- The College is not responsible for any costs or expenses incurred by observers to attend Council meetings.



REMEDIATION PROCESS FOR VIOLATIONS OF EXPECTATIONS

1. If not an immediate concern, the Chair will address the concern with the observer(s) individually during the first break. The Chair will reiterate the observer expectations with the observer in question, and inform them that, should the behaviour continue, they may be asked to leave the meeting.
2. Continued or recurrent disruption will result in the Chair calling for a recess in the meeting to address the concern with the observer(s) individually. The Chair and Vice Chair will speak to the observer and reiterate the observer expectations, detail the change in behaviour required and inform them that should the disruptive behaviour continue, they will be asked to immediately leave the meeting.
3. The Chair will stop the meeting and dismiss the observer from the remainder of the meeting if the behaviour continues to disrupt the Council.
4. The Chair will document the discussions and outcomes of each incident where the observer(s) must be spoken to regarding disruptive behaviour

DEFINITIONS

none

APPENDICES

none

REFERENCES

College of Alberta Denturists. (2022). Bylaws. Alberta, Author. Available at:
<https://www.abdenturists.ca/about/legislation-and-bylaws/>

DOCUMENT HISTORY

Date	Action	Rationale
19/11/21	New	Required to ensure clarity
18/11/22	Review and update	As scheduled
28/02/25	Review	As scheduled