

Association of Registered Nurses of Prince Edward Island

OBSERVERS AT ARNPEI COUNCIL MEETINGS

POLICY

Purpose

To enhance the Council's accountability and to facilitate member and public interest about ARNPEI, observers can attend Council meetings on a prearranged basis provided notice is provided at least one week in advance. Members (active and non-practicing) and UPEI nursing students may attend as observer status.

Guiding Principles

Observers will be informed that the Council may call for in-camera sessions at any time to deal with confidential business, and observers will be asked to excuse themselves during discussion of any in-camera session.

A maximum of four observers (two members and two students) will be accommodated at each meeting. Observers are invited to lunch with the Council at ARNPEI expense; however, all other expenses will be incurred by the observer.

Agenda packages are pre-circulated to those who request observer status at the time the agenda is pre-circulated to Council.

Observers do not participate in discussion at business sessions. Observers are encouraged to share their views and ideas on agenda items with their respective Council member and request Council members to make a point on their behalf.

Observers are not allowed to vote on any Council item. Voting privileges are restricted to Councillors elected to represent a specific area in accordance with the Bylaws.

Exceptions to Guiding Principles

Because the purpose of observers attending the meeting is to facilitate an understanding of ARNPEI Council roles and responsibilities, the President as Chair may exercise discretion about an ARNPEI member requesting a specific item to be placed on the agenda that is not currently present. Any documents or information about a proposed agenda item must be pre-circulated with the agenda package. A member may be permitted to participate in initial discussion of the subject after the presentation if permission is granted by the Chair and a consensus is received by the remaining Councillors present at the meeting and recorded in the minutes.

Managing inappropriate conduct by observers during Council meetings

Inappropriate conduct by observers in attendance at Council meetings can have a disruptive and time wasting effect on the ability of the Council to get on with business. The Chair of the meeting has the sole discretion to manage conflict at Council meetings in accordance with the latest version of *Robert's Rules of Order*. If an observer acts or gestures inappropriately, the Chair may:

- a. advise the observer and allow him or her to continue to participate in the meeting; or
- b. warn the observer, require the observer to acknowledge and apologize for the breach of conduct and allow the observer to continue to participate in the meeting; or
- c. where the conduct is so egregious or when the observer continues to commit breaches of conduct despite a warning or warnings by the Chair, exclude the observer from participating in the Council meeting for the remainder of that calendar day.

The Chair may deal further with the conduct through informal resolution outside the meeting.