

## Policy on the attendance of non-members at the Board and its committees

1. Attendance at meetings of the Board and its committees is open to:
  - a. Corporation members;
  - b. co-opted members of committees;
  - c. representatives of the bodies to which the College is accountable;
  - d. the College's professional advisers;
  - e. staff responsible for preparing documents or making presentations.
2. The Board may invite a person falling outside of categories 1(a)-(e) to attend a meeting of the Board or a committee.
3. The Board has determined that "Unless a decision is taken to the contrary, meetings of the Board and its committees will not be open to the public.<sup>1</sup> A decision to admit the public to a meeting of the Board or a committee may only be taken by the Board, if necessary by written resolution." (Standing Order No. 15).
4. Requests to attend Board meetings must be submitted no later than 14 days before the date of the meeting to the Director of Governance. Requests will be considered by the Chair in the context of:
  - a. the Board's obligations under its adopted Code of Governance;
  - b. the Board's ability to be advised on and discuss Corporation business in an uninhibited manner; and
  - c. items on the meeting's agenda.
5. The Board reserves the right to restrict attendance to part of a meeting only, and to exclude any attendee during the course of a meeting.
6. Attendees agree to abide by any guidance issued by the Board, and to withdraw if instructed to by the Chair.

### Guidance for attendees

- Attendance is subject to the agreement of the Board, and observers agree to abide by the instructions of the Chair (for example, in the event of disruption).
- Attendance as an observer does not carry the right to ask questions or otherwise participate in the meeting.
- If a Board member requests that part of the meeting takes place in private in order for confidential business to be discussed then any observers may be asked to withdraw.
- Meetings of the Board are not recorded or broadcast. The minutes will be published on the College's website once approved by the Chair. (I will send you a copy as soon as they are available.)

*Approved by resolution of the Board on 10 October 2024.*

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<sup>1</sup>For the purposes of this Standing Order, 'the public' covers all persons falling outside of categories 1(a)-(e).