



REQUEST TO OBSERVE COUNCIL MEETING

Council welcomes observers at regularly scheduled business meetings. We encourage denturists and the public to observe the Council processes and listen to Council discussions to gain a better understanding of the College's role and Council's decisions.

Submit your request at least 15 business days before the meeting you want to observe. We may limit observers based on room capacity. We will accommodate your request on a first-come, first-served basis.

Full name: _____

Email: _____

Phone number: _____

I am representing an organization: Yes No

 If yes, please specify: _____

I would like to observe the following Council meeting (provide date): _____

By submitting this request to attend the Council meeting as an observer, I acknowledge that I have read, understand, and agree to abide by the expectations below.

EXPECTATIONS

- If a Council meeting is held in person, a designated seating area will be provided for observers. Observers will find a copy of the meeting agenda at their seats.
- All observers must sign and submit the College of Alberta Denturists Confidentiality Agreement prior to the start of the meeting.
- As no recording of meeting proceedings is permitted, all electronic devices including, but not limited to, phones, tablets, notebooks, and laptops must be turned off and stowed away.
- Observers will remain quiet during the Council meeting, allowing Council to focus on Council business.
- 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 are prohibited from pictures, audio and/or video recording any portion of the Council meeting.
- The President is the spokesperson for Council; therefore, 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 President following the meeting.
- Council President may ask an observer to leave the Council meeting if the Council sides the conduct of the observer to be disruptive.
- The College is not responsible for any costs or expenses incurred by observers to attend Council meetings.