



COUNCIL MEETING RULES OF CONDUCT FOR OBSERVERS

- **All observers must sign the Confidentiality Agreement prior to the start of the meeting on the date requested by the College.**
- **No pictures, audio or video recordings or in any other format, of any kind, are permitted.**
- Observers are not to interfere with the meeting, engage in debate, or make public statements during the meeting unless explicitly asked by Council for participation.
- Observers will be excused from all Council meeting breaks.
- Observers are prohibited from attending in-camera sessions unless expressly invited.
- Professional behaviour is expected at all times. Unprofessional conduct by regulated members present at a meeting may be subject to a complaint under Part 4 of the *Health Professions Act*.
- The President or designate reserves the right to remove any observer at any time during the meeting for any reason.

In-Person Meetings

- Upon arrival, please identify yourself to a College staff member.
- Please be seated in the designated seating area in the meeting room no later than five minutes prior to the posted meeting start time and before the meeting reconvenes after breaks.
- Please remain seated during the meeting.
- All electronic devices including, but not limited to, phones, tablets, notebooks, and laptops must be turned off and stowed away.
- Unless absolutely necessary, please refrain from exiting and entering the meeting room while the meeting is in session.

Virtual Meetings

- Observers are required to show their first and last name on their videoconferencing profile to allow proper identification of all attendees.
- Observers must keep their web cameras turned on, be visible by the camera, 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.
- During videoconferencing meetings, observers are expected to conduct themselves the same as they would during in-person business meetings and to not take phone calls or allow other interruptions while the meeting is in session.
- If a phone call or other interruption must be tended to, observers are requested to leave their camera on and step out of the frame to lessen any distraction to the other attendees.
- As observers are not active meeting participants, they are not to use the “Chat” feature of the videoconferencing platform during a meeting.
- Unless absolutely necessary, observers are asked to please refrain from exiting and rejoining the videoconference outside of scheduled break periods.
- For in-camera sessions and breaks, observers will be moved into a virtual waiting room and admitted back into the meeting at the appropriate times.