

Guidelines for guests at Whitewater Canoe Club committee meetings

All Club members and guests (both are to be referred to as guests from now on) are welcome to attend an open meeting of the Committee. This guideline is intended to help prepare guests expectations in instances where they attend committee meetings of the Whitewater Canoe Club (WWCC).

It is the expectation that the business of these meetings can proceed appropriately and with full attention to a safe, comfortable and secure environment for all meeting participants.

a) WWCC meetings are open to all guests except for matters which may be deemed to be confidential, as provided in club by-laws and policies. Confidential matters are addressed by the committee in closed sessions.

b) Guests will exit the meeting immediately upon completion of the open session of the meeting or at the request of the Chair.

c) Guests may only attend closed session segments of club committee meetings by invitation and subject to committee confirmation when a duly moved and seconded motion is approved confirming the invitation at the time the committee moves into Closed Session.

d) Guests who wish to attend an open committee session of a WWCC committee meeting and address the committee shall advise the club secretary and president in advance of their intentions and topic a minimum of three days before the meeting. Guests will be listed among the attendees included in the minutes of the meeting.

e) Guests attending committee meetings of the WWCC are welcome to ask questions on our process. Participants need to be mindful not to monopolize the discussion and keep their comments brief and to the point to enable all to have their say.

f) No audio or visual, or audio and visual record or transmittal by any Guest of any committee or club meeting is permitted without prior approval by the Chair of the relevant Meeting.

Version History

Version 1: Approved 13 March 2017