

BOARD OF GOVERNORS

Meeting Guidelines for Observers

The below guidelines help prepare observer expectations when attending meetings of the Carleton University Board of Governors. These guidelines describe measures that are consistent with past practices and with the relevant Board approved by-laws, policies, and protocols. They are also consistent with university policies and protocols addressing individual conduct, safety and security.

Open vs. Closed Session

Board of Governor meetings are open to the public except for matters deemed to be confidential. Confidential matters are addressed by the Board of Governors in Closed Session. Observers (i.e. non-Board members) are welcome to attend Open Session segments and may only attend Closed Session segments by invitation and Board Chair approval.

Registering for Open Session

Observers who wish to attend an Open Session of a Board of Governors meeting are required to send their request to the [University Secretary](#) at least **48 hours prior to the meeting**. The University Secretary will send the meeting link to the observer's Carleton email account (or other if external observer), prior to the meeting.

Guidelines for Attending (In Person)

- Observers may join the Board of Governors Open Session. The University Secretary or designate will confirm the room location and exact timing to your Carleton email account, prior to the meeting.
- Observers attending meetings of the Board of Governors do not have speaking privileges unless they have been advised of such privileges in advance of the meeting.
- Interference with the progress of a meeting by any observers will not be permitted and those who attempt to impede the business of the meeting will be instructed by the meeting Chair to leave. In such circumstances, the observer will exit the meeting immediately.
- **Participants are not permitted to record or transmit the meeting** or any portion thereof either through the videoconferencing application, any other application, smartphone, computer, or other device.
- Observers will exit the meeting immediately upon completion of the Open Session of the meeting or at the request of the Chair.

Observer Guidelines (Virtual)

- **Zoom** is the videoconferencing platform used for Board of Governors meetings. Please download the software and become familiar with the platform's functionality.

- Keep your microphone on **MUTE** and **TURN OFF** your video upon entry into the meeting and for the duration of the meeting.
- Do not use the **CHAT** function during the meeting.
- Observers do not have speaking privileges unless they have been advised of such privileges in advance of the meeting.
- Interference with the progress of a meeting will not be permitted and those who attempt to impede the business of the meeting will be instructed by the meeting Chair to leave. In such circumstances, the observer will exit the meeting immediately.
- Observers and participants are not permitted to record or transmit the meeting or any portion thereof either through the Zoom application, any other application, smartphone, computer or device.
- Observers will exit the meeting immediately upon completion of the Open Session or at the request of the meeting Chair by using the **HANG UP** icon at the bottom right of the screen.

Contacting the Board

All general inquiries should be directed to chairoftheboard@carleton.ca.