

# Senate Meeting Protocols for Observers

The following guidelines have been developed to inform observers of the proper protocols and procedures to follow when attending Senate meetings.

These guidelines describe measures that are consistent with past practices and with the relevant Senate-approved protocols. They are consistent with University policies and protocols addressing individual conduct, safety and security.

## Open vs Closed Session

- Open Sessions of Senate meetings may be attended by non-Senators, subject to space availability. Non-Senators are permitted to attend these meetings as observers only.
- Non-Senators may not attend Closed Sessions of Senate meetings, unless they have been invited to the meeting by the Chair or Clerk of Senate.

## How can I attend an Open Session Senate meeting?

- Non-Senators who wish to attend an Open Session of a Senate meeting to observe the proceedings are required to advise the Assistant University Secretary at least 48 hours prior to the meeting. Permission is granted subject to space availability.

## Guidelines for Attending

- If the meeting begins with a Closed Session, Observers are asked to wait in the designated waiting area/room until a staff member informs them that the open session is about to begin.
- A designated seating area for Observers in PK608 is provided around the perimeter of the room. Kindly reserve the chairs at tables for Senators.
- Observers attending Senate meetings **do not have speaking privileges** unless they have been advised of such privileges in advance of the meeting.
- Observers **are not permitted to vote or ask questions**.
- Observers **must not disrupt the meeting in any way**. Interference with the progress of a meeting by any observer will not be permitted and those who attempt to impede the business of the meeting will be instructed by the Chair to leave. In such circumstances, the observer will exit the meeting immediately.
- **Recording of the meeting, whether by audio, video, photographic or other means is not permitted**. The only exception to this rule is provided to members of the press who have been granted permission by the Senate Office in advance for this privilege.