



### **Guidelines for Guests Attending a Board of Governors Meeting**

- Board of Governors meetings are open to the public, except for designated *in camera* (confidential) sessions.
- Guests should arrive before the meeting commences and sit in the designated guest seating area. Larger groups (more than 10 people), planning to attend a meeting should advise the University Secretariat of their intention to attend to confirm that sufficient seating is available.
- Seating is limited to the gallery area provided and is available on a “first come, first served” basis. Guests are not permitted to block entrances/exits to the room.
- No person may photograph or audio or video record any meeting or part thereof without the prior approval of the Chair. Any person attempting to do so may be asked to leave the meeting.
- Signs and props are not permitted in the meeting room, nor is any item to be affixed to the walls or chairs in the space.
- Meeting attendees are considered guests and must respect that they are spectators only. Guests may not vote and may not speak other than at the invitation of the Chair. Should a guest interrupt a meeting or cause any disturbance, the guest will be asked to leave the meeting immediately. A refusal to comply with such a request will result in removal. If a disruption continues, the Chair may determine that continuing with the business of the meeting is not reasonable and may choose to adjourn the meeting or move to an alternate location to continue the meeting; in such situations, guests may not be re-admitted to the meeting.
- Guests must exit the room as directed for any *in camera* sessions, but may be readmitted for any remaining public portion of the meeting. Guests leaving the meeting while it is in progress are asked to do so discretely and with as little disruption as possible.