

TITLE Annual General Meeting Observer Policy	ORIGINATED 2003
RESPONSIBILITY Board of Directors	LAST REVISED August 8, 2017

Purpose

This policy outlines the general criteria for Observers attending the COHNA-ACIIST Annual General Meeting (AGM).

Scope:

All COHNA-ACIIST members. COHNA-ACIIST invites all members to attend the AGM. Members attending, that are not on the COHNA-ACIIST Board of Directors (BOD) may attend as Observers only.

Policy:

The following AGM Observer criteria applies:

- COHNA-ACIIST BOD reserves the right to determine and/or limit the number of Observers at the AGM.
- Members are required to provide notification of their intention to attend the AGM as an Observer. Members must complete the **Notification of Observer Attendance** form and submit to their Provincial COHNA-ACIIST Director at least 30 days prior to the meeting (Extensions may be granted in special circumstances).
- The Member’s Director will submit the form to the COHNA-ACIIST Secretary for review.
- The COHNA-ACIIST Secretary will consult with the Executive BOD to determine the approval status and notify the Member of the decision.
- Observers must be members of COHNA-ACIIST.
- Both the BODs and Observers will be introduced at the beginning of the AGM and provided name cards.
- The rules of the AGM will be explained to all in attendance.

- Observers do not have voting rights.
- Observers cannot be elected to chair a standing committee or to an executive position.
- Observers cannot be a substitute for a Director, unless notification has been received 30 days in advance.
- Observers are not permitted to enter into business discussions except in the following manner:
 - An Observer may comment in writing to their COHNA-ACIIST Director who will share comments for discussion as needed;
 - COHNA-ACIIST BOD may include an open question period in the agenda at which time Observers may engage in discussions.
- Observers are responsible for all expenses incurred to attend the AGM. Budget permitting, coffee break and/or lunch may be covered by COHNA-ACIIST. This information will be communicated to the Observers prior to attending.