

TITLE <b>Observers at the Annual Meeting</b>	NUMBER
SECTION	ORIGINATED
RESPONSIBILITY	LAST REVISED April 14, 2014

**Purpose**

To outline the rights and responsibilities of an observer at the COHNA annual meeting.

**Applicability & Scope**

All voting and non-voting COHNA members.

**Policy**

1. Only voting or non-voting members of COHNA, the public accountant or financial reviewer of COHNA-ACIIST and other persons deemed necessary by the Board to carry out the business of the organization may attend the annual meeting.
2. Non-voting COHNA members are welcome to attend the annual meeting as observers.
3. The COHNA Board reserves the right to determine or limit the number of observers at the annual meeting.
4. All observers will be identified at the beginning of the meeting. Name tags are recommended.
5. Observers will notify the COHNA Secretary/Treasurer of their intention to attend at least 30 days prior to the meeting.
6. Observers will not interrupt the discussion of Board business but may comment in writing to their Provincial representative or be heard during an open question period which will be indicated on the agenda.
7. Observer expenses are not the responsibility of the COHNA Board. Budget permitting, coffee break and/or lunch may be covered by COHNA subject to discussion and decision prior to the meeting. This information will be communicated to the Observers prior to attending.

## Procedure

1. An email notification will be sent from the President to COHNA Board members at least 60 days prior to the annual meeting with an invitation for observers to attend the annual meeting. The Observer Form \_\_\_\_ will be attached to the email.
2. Board Members will circulate the invitation and Observer Form to the Provincial/Territorial members they represent.
3. Observers will be expected to confirm their attendance to the COHNA Secretary/Treasurer or Administrative Assistant at least 30 days prior to the meeting and submit their completed form.
4. Late Observer applications may be considered by the Board for inclusion at the meeting. An email of the decision will be sent from the COHNA President to the late applicant with the outcome of the Board's decision.
5. The COHNA Secretary/Treasurer/Administrative Assistant will keep the President informed of the numbers of observers attending and retain completed Observer forms for a period of at least **three** years.
6. The Secretary/Treasurer and/or President will coordinate seating and room logistics at the annual meeting with the host Provincial Association.

## Additional Information

1. Coordination with the host province regarding room bookings, catering and seating is required. This coordination will usually take place between COHNA Conference Liaison or COHNA President and the host province's conference committee.

## Verification/Authorization/Approved by

VERSION CONTROL AND CHANGE HISTORY			
Version #	Approval Date	Approved By	Amendment