



College of
Dental
Technologists
of Alberta

GP3.2 Observers and Presenters at Council Meetings

Purpose

To establish the manner in which presenters, observers and other guests may attend and participate in Council meetings.

Policy

Only Council members and designated College staff are entitled to attend Council meetings. External parties, including regulated members must be invited by the chair.

Submissions to Council

Regulated members in good standing may be invited by the chair to attend and observe or present to Council at any meeting if a request is made and approved with forty-five (45) business days advanced written notice. Presenters may make brief submissions on relevant topics to Council. The written notification must provide the subject of the submission and at a minimum, an outline, or, preferably, a copy of the submission. Council will receive the submission as information but is not required to make any decision on any submission. All submissions must be provided directly to the Registrar on behalf of Council.

Submissions are the opportunity for the presenter to provide the Council with pertinent facts about a regulatory matter.

Process

The Chair, through the Registrar, receives requests for submission. The Chair, with the Registrar, will consult the agenda to determine if time will permit the presentation and how much time, if any, will be allotted to the submission. The Registrar will communicate to the presenter the date, time and duration allowed for the submission, or suggest an alternate appointment should time not permit on the requested date.

The Submission

The submission request will include:

- The topic of the submission with a summary of the information to be presented; and,
- Any decisions or actions anticipated by the presenter resulting from the submission.

Submissions are not intended to be discussion forums. The presenter should have no expectation of feedback from Council during the meeting.



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The Presenter

The Presenter will:

- (1) Be scheduled on a first come first serve basis.
- (2) In some circumstances, the Council may select presentations by the significance or the currency of the issues being presented;
- (3) Will limit the presentation to one topic per submission;
- (4) Present the information in the time allotted by Council;
- (5) Provide supporting evidence for the information presented; and
- (6) Respond to Council questions.

The Council

Council will:

- (1) Consider the information presented and any request for decision or action within the context of the College and Council roles and responsibilities as defined in the act;
- (2) Consider only evidence-supported information;
- (3) Hold discussions following the completion of the presentation and the departure of the presenter; and
- (4) Acknowledge the presenter's contributions and may provide feedback.

OTHER PERSONS ATTENDING COUNCIL MEETINGS

Purpose

Council may invite individuals to attend Council meetings for the purposes of:

- (1) Bringing information regarding specific issues, concerns, trends or developments that may impact the CDTA or the profession;
- (2) Bringing information from stakeholders that may impact the college or the profession;
- (3) Accepting and conveying information to stakeholders;
- (4) Responding to requests from council for unique perspectives or positions; and,
- (5) Meeting any other need Council, at Council's discretion, identifies.

Expectations

- The Registrar in cooperation with the President of Council will determine which portion or portions of the Council meeting the individuals will be invited to attend.
- Invited individuals will declare any conflicts of interest, external loyalties, allegiances or biases when they join the meeting.
- Invited individuals will receive a pre-meeting package limited to information appropriate to the reason for the invitation and the meeting agenda. If appropriate, they may be asked to sign a confidentiality agreement.
- Council may, at Council's discretion, request comments or invite individuals to join



- discussions on topics of interest that impact the College, Council, the profession of Dental Technology or other oral health professions.
- The Chair will request invited individuals to leave the Council meeting when confidential matters are discussed or when their presence is no longer relevant to the agenda.

Observers at council meetings

Interested persons may attend open portions of Council meetings subject to the provisions of this policy.

Request to Observe

Members may request to observe a Council meeting by written submission to the Registrar. Requests may be made up to forty-five (45) business days prior to the scheduled Council meeting. Observers will be accommodated on a first-come, first-served basis. The College may limit attendees.

Expectations

- As it applies to an in-person meeting, a designated seating area will be provided for observers.
- No recording of meeting proceedings is permitted. All electronic devices including, but not limited to, phones, tablets, notebooks and laptops must be turned off and put away.
- Observers will remain quiet during the council meeting, allowing council to focus on council business.
- The President is the spokesperson for council, therefore, individual councilors will not comment to observers on meeting proceedings. All requests for clarification, comments or concerns will be made in writing to the registrar following the meeting.
- The college is not responsible for any costs or expenses incurred by observers to attend council meetings.

Professional Department

- Invited individuals will respect that Council governs the College, and “speaks with one voice”.
- Invited individuals will follow meeting protocols and address all comments through the Chair.
- Invited individuals will confine their discussions to supported facts unless asked for an



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opinion by the Chair.

- The Chair will confirm with the individual the appropriate message to share with interested parties and stakeholders following the meeting.

Remediation Process for Violations of Expectations (Presenters, Observers and other invited guests)

- The President will address the concern with the individual(s). The President will reiterate the presenters, observer(s) and other invited guests the expectations and inform them that, should the behaviour continue, they may be asked to leave the meeting.
- If the behaviour continues to disrupt the Council, the President will stop the meeting and dismiss the individual(s) from the remainder of the meeting.
- The discussions and outcomes of each incident where the presenters, observer(s) and other invited guests must be spoken to regarding disruptive behaviour or removed from the meeting will be documented as an appendix to the minutes of that meeting.