



UNIVERSITY  
of Prince Edward  
ISLAND

## UPEI Board of Governors Meeting

### Observer Guidelines

---

Board meetings generally include sessions which are open to the public. Certain agenda items, including but not limited to human resources discussions, may require the Board to go into a closed session.

The public may attend meetings in person or on-line.

For logistical purposes, members of the public who wish to attend the open session of a meeting are asked to contact [board@upei.ca](mailto:board@upei.ca), one week prior to the meeting.

#### In-person meeting attendance:

- Observers must arrive at least 10 minutes early and let staff know they plan to attend the meeting.
- Observers will be directed to the designated observer seating area.
- Observer seating is limited and available on a first-come, first-served basis.
- Larger groups (more than 10 people), planning to attend a meeting should advise the Board of Governor's Office of their intention to attend to confirm that sufficient seating is available.
- Observers are not permitted to ask questions, make statements, or participate in the meeting in any other way. Observers may only observe the proceedings of the open session(s) of the meeting.
- Observers are required to leave the meeting room prior to the beginning of any in-camera session.
- Observers may return to the meeting room, at the direction of staff, following an in-camera session, for the remaining public portion of the meeting.

#### On-line meeting attendance:

- Registered observers will be emailed an electronic link in advance of the meeting.
- Observers are not permitted to ask questions, make statements, or participate in the meeting in any other way. Observers may only observe the proceedings of the open session(s) of the meeting.
- Observers are required to leave the online meeting room prior to the beginning of the in-camera component of the meeting.

- Observers may return to the meeting room, following the in-camera session, for the remaining public portion of the meeting.
- Observers will be notified when to rejoin the online meeting.

Additional Guidelines for in-person and on-line observers:

- No person may photograph, audio or video record any meeting or part thereof without the prior approval of the Chair, Board of Governors. Any person attempting to do so may be asked to leave the meeting.
- Signs or props are not permitted in the meeting room or on-line.
- Should an observer disrupt a meeting, they will be asked to leave the meeting immediately.