

## GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

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### *GUESTS AT GMUFA MEETINGS POLICY / PROCEDURE*

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The GMUFA serves the interests of its members and calls meetings to share information with the membership, to discuss and debate issues and make decisions.

1. Meetings are for members who are in good standing only.
2. Guests are defined as any individual who is not a member of the GMUFA.
3. Guests are required to follow this policy / procedure to receive permission to attend a GMUFA meeting.
4. The GMUFA Board or members may invite guests to attend meetings to observe, to participate or to assume a function (e.g. parliamentarian, auditor) as per this policy.
5. When approving meeting agendas, the Board will note on the agenda if a guest(s) will be in attendance and for what purpose.
6. A member may request the attendance of a guest(s) at a GMUFA meeting prior to the meeting by submitting a written request to the GMUFA President no less than two (2) weeks prior to the meeting.
7. Alternately, a member may make a motion at a GMUFA meeting requesting a guest's attendance for that GMUFA meeting (or part of) in which the guest will be required to leave until the motion has been approved by the membership in attendance at the meeting.
8. All membership meeting agendas will include a declaration inquiring if non-members / guests are present, and if so, the individuals will be asked to disclose to the assembly their identity and purpose for attending the GMUFA meeting.
9. A motion may be made to approve the guests' attendance and if no motion is made the guest(s) will be required to leave the meeting. As per #7 the guest(s) will be required to leave the meeting while the motion is considered.
10. The motion may include whether the guest(s) may participate in the meeting or only observe.
11. Guest(s) that attend meetings may not vote on any motion.
12. This policy will be reviewed by the Board of Directors of the Association every two (2) years or as necessary.

**Effective:** February 2020