

**OCETFO/FEEO Protocols for Observers Attending Executive Meetings**

The OCETFO/FEEO Constitution states:

**BY-LAW III - DUTIES OF MEMBERS OF OTTAWA CARLETON ETFO/FEEO**

*iii) attend all Ottawa Carleton ETFO/FEEO in-school meetings and General Meetings, and may attend all Council Meetings and Executive Meetings as observers;*

- Members wishing to observe a meeting must email the Local President five (5) instructional days in advance of the scheduled meeting they wish to attend. OCETFO/FEEO reserves the right to limit the number of members attending the meeting due to space restrictions.
- Members attending an Executive meeting attend as observers and therefore do not have the ability to speak during the meeting nor engage in debate or interrupt proceedings.
- Members attending an Executive meeting as non-participants do not receive copies of meeting materials.
- Members attending an Executive meeting as non-participants may not record any part of the meeting and may not take pictures during the meeting.
- Members attending an Executive meeting as non-participants may be asked to leave the room for any portion of the meeting that is in-camera. In camera meetings of the Local are confidential and not open to observers in any capacity.
- OCETFO/FEEO has established practices in place to communicate discussions and decisions that occur at the Executive Table. Members attending an Executive Meeting are required to respect this process and refrain from releasing any information from the meeting before the Local does so.
- Many Local Executive Meetings begin at 1:00 pm. No release time is provided for members attending as non-participants, and they may not attend during Instructional Time.
- Members attending as non-participants will be required to arrive at the OCETFO/FEEO office no later than 4:30 pm so as not to disrupt a meeting in progress.
- Members attending as non-participants will not be reimbursed for any expenses incurred.

**My signature below indicates my agreement to abide by the above expectations.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Executive Meeting Date