### 11.13 University Council Meetings

**Purpose**

*Observers may attend open sessions of Council Meetings.*

**Guideline**

A member of the University or a member of the full-time staff who is not a member of the University may attend Council Meetings as an observer, subject to acceptance of the following conditions:

- a) Observers will not be permitted to the meeting until after Council has dealt with items identified as confidential or when the meeting has been declared to be open and any observers present have had to leave. *Observers will be required to produce evidence of their eligibility to attend as observers and to sign an attendance book, declaring acceptance of these conditions, before being admitted to the meeting.*

- b) All observers will be required to sit in the area set aside for this purpose. If the area is full, no further observers will be admitted to the meeting.

- c) Observers may not participate in discussion unless invited to do so by Council.

- d) Any observers present will be required to leave the meeting if the Chairperson at any stage of the meeting declares that it is closed to observers. They will be readmitted when the Chairperson declares that the meeting is again open to observers.

- e) Observers will be expected to conduct themselves in an orderly and proper manner so as not to interfere with the proceedings of the Council. Any observer considered by the Chairperson to be behaving in other than a proper manner will be required to leave.

- f) Observers may not, without the permission of the Council, record Council meetings in any form.

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Secretary to University Council  
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<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security services Section – Standard Operating Procedures</td>
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