

College and Association of Nurses of the Northwest Territories and Nunavut



Category: Board Policy

POLICY NAME	Observers at Board Meetings		POLICY NO.	B1	
EFFECTIVE DATE	September 25, 2024	DATE OF LAST REVISION	September 2022	VERSION NO.	5
APPLIES TO Apply group names to define applicable areas of staff. CANNN Board of Directors, CANNN members and the public					

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
5	Board of Directors	2024	New format, minor changes	Executive Director, Megan Wood
4	Board of Directors	2019	Revision	Executive Director
3	Board of Directors	2004	Revision	Executive Director
2	Board of Directors	2000	Revision	Executive Director
1	Board of Directors	May, 1997	Creation	Executive Director

PURPOSE

Describe to what and to whom this policy applies.

Observers at meetings of the Board of Directors

Applies to CANNN Board of Directors, CANNN members, the public.

POLICY

1. CANNN members and the public are welcome to attend meetings of the Board of Directors as observers.
2. Observers will receive a copy of the meeting agenda. Additional background information/documents will be provided as required.
3. The Chair of the meeting may, at their discretion, permit observers to participate in discussions, ask questions for clarity and/or provide feedback to the Board of Directors.

4. The Chair of the meeting may, at their discretion, call for an in-camera session for confidential business.
5. The Chair of the meeting may, at their discretion, ask an observer to leave the meeting.

PROCEDURES

To attend, members of CANNN or the public should contact the CANNN office a minimum of 5 working days before the meeting. This will provide CANNN employees with time to arrange a [virtual link](#) or additional meeting space if required.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
CANNN members	CANNN members who are not on the Board of Directors
The public	Members of the public who are not on the CANNN Board of Directors

CONDITIONS AND EXCEPTIONS

Observers are responsible for any expenses incurred to attend a meeting of the Board of Directors.

AUTHORITY AND ACCOUNTABILITY

ROLE	RESPONSIBILITY
CANNN Board of Directors	Governed by NT Nursing Profession Act (2023) S.20.(1)(g), (z.36), 22.(1),(2), 24. NU Nursing Profession Act (2023) S. 16.(f),(av), S.18,19 and CANNN Bylaw 8. The Board of Directors has the authority to revise this Policy as required.
President or alternate Meeting Chair	Accountable to the Board of Directors, the members and the public, for the implementation of this policy and may delegate any related administrative tasks.
Executive Director/Registrar	Accountable to the Board of Directors and ultimately to the members and the public, for the implementation of this policy and may delegate any related administrative tasks.