

## **CAIRNS CRUISING YACHT SQUADRON – OBSERVERS AT BOARD MEETINGS BY-LAWS**

The Board intends that its deliberations be as open and transparent as possible while remaining workable. Members are welcome at Board meetings provided space is available and the business of the Board can be conducted without interference. Current financial Members of CCYS, are permitted to attend and observe that Board Meetings on the following conditions: -

### **Observers at board meetings By-laws**

1. Members may request approval to observe a Board meeting. Requests are to be in writing or email to the secretary and provide their membership number and a contact phone number or email address. The request is to be lodged at the CCYS office by noon a minimum of 5 clear days prior to the meeting eg if the meeting is scheduled for a Wednesday the request is to be received by midday the previous Friday.
2. Approval will be given on a first in first accepted basis. Approved attendees will be notified at the contact provided. The number of attendees will be limited by the Secretary to a number considered to comfortably fit in the space available.
3. Observers are to sign in and provide their membership details to the Chairman on arrival. The names of observer's present may be recorded in the minutes.
4. Observers are to refrain from interjection, comment or otherwise interfering with the Board Meeting.
5. Observers shall not record or photograph any proceedings of the Board.
6. Observers are to leave the meeting at any time the Board or the Chairman directs.
7. Observers shall leave the meeting when the Board is discussing legal, contractual, disciplinary matters and sensitive private matters related to members