



URTLG Inc. Committee Meetings Policy

1. General

- (a) Committee meetings are to be held in accordance with the URTLG Constitution.

2. Attendance by a URTLG member or other person who is not a committee member.

- (a) Request in writing stating purpose for attendance must be made to the Secretary a minimum of 3 days prior for URTLG general members or members of the public who wish to attend the next scheduled meeting. Acceptance of request will be made by the Secretary as appropriate.
- (b) Additionally, a member or other person who is not a committee member may attend a committee meeting if invited to do so by the chair or another committee member on behalf of the committee.
- (c) A person accepted or invited to attend a committee meeting:
 - i. has no right to any agenda, minutes or other document circulated at the meeting.
 - ii. must not comment about any matter under discussion at the meeting unless invited by the Chairperson to do so.
 - iii. cannot vote on any matter that is to be decided at the meeting.
 - iv. may be required to be absent for certain agenda items if decided by the Chairperson or committee.
 - v. must not discuss any confidential matters raised at the meeting with non-committee members.
 - vi. can be directed by the Chairperson to leave the meeting if they do not comply with this policy.

3. Voting

- (a) Out of session votes and decisions can be accepted by email