




<b>G002</b>	<b>Opportunity to Attend Board Meetings Policy</b>
<b>Purpose</b>	To improve communication and understanding between Board and Councils/Management.
<b>Authority</b>	FRSA Constitution & Bylaws Article 2.5.3, Bylaws 4 Board meeting minutes July 2013, June 2014
<b>Policy</b>	Senior Management officials - which include Principals, Council Chairman, ESG Chairman, Administration Manager, CEO and Finance Manager - have a standing invitation to attend Board meetings.
<b>Delegation</b>	Board
<b>Related Policies</b>	
<b>Date approved</b>	November 2014, November 2015, December 2017
<b>Next Review Due</b>	November 2020
<b>Review Authority</b>	Governance
<b>Keywords</b>	Opportunity; attend; Board meetings; communication

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<b>Board Chairman</b>	
<b>Date:</b>	December 2017



**GP002**

**Opportunities to Attend Board Meetings Procedure**

According to Article 2.5.3 of the FRSA Constitution, all FRSA Members are entitled to attend ordinary open sessions of Board meetings (see also Bylaw – meeting procedures Part 4).

However, Senior Management officials have a standing invitation to attend those Board meetings with agenda items having special relevance to their area of responsibility.

The following guidelines are to be observed when Senior Management officials attend Board meetings:

1. Board agenda material is to be collated into two booklets, the one for the open meeting and the other for the closed meeting.
2. Board Agenda booklets pertaining to the open meeting are to be distributed to Senior Management officials in addition to Board members.
3. Board agenda items pertaining to closed sessions are, as a general rule, to be sent to Board members only. However, the Board secretary may, in conjunction with the chairman, decide that for specific reasons a senior management official may receive closed session material.
4. At the commencement of the business section on the agenda the procedure is as follows:
  - a. Where senior management and/or special visitors are present at the Board meeting in relation to a specific agenda item, the Board Chairman may propose to place such agenda items first on the order of business.
  - b. During the discussion stage Senior Management officials will be given the opportunity to present their view and provide further information on the matter.
  - c. They are not to take part in the discussion or debate unless permission to speak is given by the Chairman.
  - d. Prior to the vote being taken and immediately before the mover exercises the right of reply the visitor or Senior Management will be asked if there is any factual matter raised during the debate which requires clarification or correction. (This is not an opportunity to express a point of view).
  - e. The mover will exercise his right of reply and the vote will be taken.
5. Once the relevant matter, for which the senior management person or special visitor has specifically attended, has been concluded the Senior Manager and/or visitor has the option to leave the meeting.