

**Policy Number 4: Attendance at meetings by non-Delegates at General Assembly and non-Members at Executive Committee Meetings.**

1. The non - delegates at General Assembly or the non- members of the Executive Committee at Executive Committee meetings must sit separately and outside of the meetings.
2. They must sign a register and become known to the Chair of the meeting
3. The Chair of the meeting will draw attention to them in the introduction and welcome them
4. They may not address the meeting or make contributions unless a prior arrangement has been made. If they do address the Meeting then their name, status, relationship to any organisation etc would be recorded.
5. At the conclusion of the meeting they may ask to speak to one of the Officers if they want to make any comments or raise any points. The Officer would undertake to take them back to the Chair of the meeting. If a response is necessary then they must provide an e-mail address and a telephone number. A response would be made within 14 days in majority of cases.
6. If there are confidential items on the agenda then these items would be taken at the end of the meeting and at this point the non- members of the meeting would be asked to leave. The minutes relating to these items would be restricted in circulation to members of the meeting only. The members of the meeting would be reminded of code of conduct relating to confidentiality.