



TE TIRA AHU PAE
HEI HĀPAI WHAKAMANA

Board Meeting Observer Attendance

Guideline – Policy

Ratified by Te Tira Ahu Pae Board

Ratified Date: 28.03.2024, 31.05.2024

Definition of Board Meeting Observer: A Board Meeting Observer is an individual who is not a member of the Board but is permitted to attend Board meetings to observe proceedings without participating in discussions or having voting rights.

Observers may be allowed to attend the Part I of Te Tira Ahu Pae Board meeting.

Internal members including (Staff and Executives) have Ex-Officio Observer Rights, attendance is optional.

Observers will need to contact the Board Secretary to be provided with an agenda and relevant documents 1 week in advance of the meeting.

Attendees must understand and adhere to the Code of Conduct throughout the board meeting.

Code of Conduct

- a.** Observers are expected to maintain the highest standards of professionalism and conduct themselves in a manner that does not disrupt or interfere with the proceedings of the Board meeting.
- b.** Observers must remain muted and 'camera off' for the entirety unless requested by the board.
- c.** Observers may submit questions, statements, or agenda items at least one week prior to the meeting by emailing the Board Secretary.

If you'd like to submit an agenda item for the Board, please submit this to the Board Secretary at slt.admin@tetiraahupae.ac.nz (The Board reserves the right to choose all agenda items).