



Guest and Observer Card

Dear Guest/Observer,

Thank you for attending our Charter Board meeting today. The Charter Board requests that the following be observed and noted:

- Parent members, staff members and the public may attend Charter Board meetings (bylaw 5.40). When the meeting is about to go in-camera, please exit accordingly (bylaw 5.41).
- Parent members and staff members may speak at Charter Board meetings only if recognized by and at the discretion of the Chairperson (bylaw 5.40).
- Only Charter Board members are entitled to vote at the Charter Board meeting (bylaws 5.32 & 5.40).
- Individuals who wish to have an item placed on the agenda or who wish to make a presentation to the Charter Board are asked to contact the Chairperson at boardchair@westmountcharter.com or the Secretary to the board at secretary@westmountcharter.com at least two weeks in advance. This will help the Charter Board in scheduling the item or presentation into the agenda.
- Robert's Rules of Order govern all proceedings of the Charter Board (bylaw 5.36).
- The Chairperson may ask any person or persons to leave the meeting for improper conduct (bylaw 5.40).

Please contact the Secretary to the board if there are questions to the above.

With thanks,

The Charter Board of Westmount Charter School Society