



Guest and Observer Card

Dear Guest/Observer,

Thank you for taking attending our Charter Board meeting today. The Charter Board requests that the following is 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 (bylaw 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 (boardchair@westmountcharter.com) or Secretary-Treasurer (secretary-treasurer@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-Treasurer if there are questions to the above.

With thanks,

The Charter Board of Westmount Charter School Society