

# NUS National Executive Observer Protocol and Guidelines



**Purpose:** the following protocol guides the responsibilities, obligations and behaviour of any Observers attending a National Executive meeting of the NUS.

**Procedure:** The following guidelines will be included in an email by the General Secretary accepting the attendance of the Observer(s) and will be read out by the Chair of the meeting in the presence of the Observer(s).

Observers can include the following:

- NUS staff members;
- NUS State Education Vice-Presidents;
- Presidents from member organisations or a delegated representative;
- Presidents from associate member organisations or a delegated representative; and
- Representatives from Student Media.

The protocol is as follows:

1. Considering Observers who attend NUS meetings are privy to the same conversation as its members, it is expected of them to share similar responsibilities and obligations.
2. Observers are requested to notify the NUS General Secretary if they plan to attend an upcoming NUS meeting at least one week in advance.
3. It will be understood of the Observers to have read the expectations of attendance prior to the commencement of the meeting.
4. Observers are required to maintain decorum during the proceedings of the NUS National Executive meeting and not disrupt the meeting.
5. Observers may not speak in favour or against any motions presented to the National Executive, however they may direct questions to members of the National Executive.
6. Observers may speak to matters for discussion or matters for decisions if directed to by the chair.
7. Observers acknowledge that the minutes of the National Executive meeting, as accepted by the National Executive, are a true and accurate report of the meeting proceedings.
8. Observers are requested to not communicate the proceedings of the meeting attended until the minutes are published on the NUS website, and communicate in accordance to the minutes thereafter.
9. Observers are prohibited from recording the proceedings of National Executive meetings through any medium.
10. Observers cannot have other individuals be party to National Executive meetings, unless approved prior by the General Secretary.
11. Observers must attend NUS National Executive meetings in good faith, and not misconstrue the proceedings of the meeting and statements made by individual members.
12. If an Observer breaches this protocol they may be asked to leave the meeting with a warning.