



Guideline on Attendance at Council and Governance Committee Meetings

Preamble

Professional Engineers of Ontario is governed by a board of directors or Council. In the governance model adopted by PEO, Council primarily direct (set strategic vision and direction) and control (monitor and evaluate actual results to gain confidence PEO is moving in the direction set).

The work of Council is supported by four governance committees established by Council in 2021. The governance committees are responsible for examining issues within their mandates and bringing recommendations forward to Council. All governance committees are composed of Council members.

The operational management of PEO is overseen by the Chief Executive Officer/Registrar and the executive leadership team.

Section 1: Purpose

The purpose of this guideline is to outline the processes and rules which support the inclusion of attendees at PEO's Council and governance committee meetings.

Section 2: General

By-Law Number One requires that meetings of Council and committee meetings be open to the public. The by-law (s. 15(4)) also makes provision for circumstances in which a Council meeting or a committee meeting is closed to the public (i.e., held *in camera*).

Section 3: Definitions

"Guest Speaker" means any person invited to address the Council or the committee to provide information or make a presentation on a particular topic on the agenda.

"Expert" means any person invited to provide their expert advice, opinions, or views on one or more topics or items on the agenda.

"Observer" means any person who is permitted to attend an open meeting of Council or a committee meeting but who is not permitted to deliberate and formally vote on matters submitted for a vote.

Section 4: Before the Meeting

Council Calendar: The calendar of events outlining Council and governance committee meetings¹ and other events is posted on the PEO website at [Council | Professional Engineers Ontario \(peo.on.ca\)](https://www.peo.on.ca) and follow the link at "Council meeting schedule".

Request to Observe: Anyone who is interested in observing a governance committee meeting may send a request to secretariat@peo.on.ca. Secretariat staff will advise the committee Chair of any requests received to observe a meeting.

¹ PEO's governance committees are the Audit and Finance Committee, Governance and Nominating Committee, Human Resources and Compensation Committee, and Regulatory Policy and Legislation Committee.

Invitation to Attend as a Guest Speaker or an Expert: From time to time a guest speaker or an expert may be invited to attend a Council or committee meeting. Their attendance and the parameters of participation are approved by the Chair.

Meeting Details: Start time and information on how to join a Council meeting are available on the PEO website approximately one week prior to a scheduled Council meeting. Please follow the link below.

[Agenda, minutes and audio | Professional Engineers Ontario \(peo.on.ca\)](#)

Agendas and Material – Council Meetings: Agendas and open session material related to Council meetings are publicly available on the PEO website approximately one week prior to a scheduled Council meeting by following the link above.

Agendas and Material – Governance Committee Meetings: Agendas and non-confidential open session material related to governance committee meetings will be provided to observers, experts, and guest speakers approximately one week prior to a scheduled committee meeting.

Section 5: Order and Decorum During the Meeting²

In order to respect the right of duly elected and appointed members of Council and committees, observers are not permitted to speak or ask questions during the meeting, except in exceptional circumstances as directed by the Chair.

If the Chair chooses to allow an observer to address the Council or committee, they are expected to set the parameters and expectations for such privileges at the start of the meeting, including but not limited to:

1. Keeping comments focused on the agenda item under discussion.
2. Where practicable, observing a protocol for participation in the following order:
 - i) member of Council or the applicable committee
 - ii) non-committee member of Council
 - iii) all other observers.
3. Allowing questions and comments on a topic while recognizing the exclusive right of the Council or committee members (as applicable) to engage in deliberation and debate.

Experts and Guest Speakers: In situations where certain individuals are invited to meetings as guest speakers or experts on a specific agenda item, information on the content of their presentations and remarks are pre-arranged, in coordination with the Chair.

As the presiding officer of the meeting, it is the duty of the Chair to maintain order and decorum at meetings. In this capacity, a Chair is empowered under the by-law to “...expel any person for improper conduct at a meeting.”

Section 6: Expenses

Experts and guest speakers who are invited to participate in a Council or committee meetings may claim expenses in accordance with PEO’s policies. Observers are not eligible for reimbursement of expenses.

² Until further notice, observers are invited to join Council and governance committee meetings in the virtual format.