

McGill School of Information Studies Guidelines & Policies

Meeting Representation & Attendance Guidelines

The following guidelines address student representation at School of Information Studies (SIS) Departmental and Committee meetings and attendance at meetings designated by the School as open to guest observers. These guidelines are intended to inform and guide students, Committee Chairs, and Committee Secretaries on School protocol.

Representation

In addition to other communication and feedback channels for SIS students, elected members from the student body provide formal representation for students at **Departmental meetings** (MLISSA President, MLISSA V-P Internal and PhD Representative) and **Curriculum Committee meetings** (MLIS I Student Rep, MLIS II Student Rep). These members are charged with both representing and informing the student body. Students may at all times bring issues and questions to their student representatives for formal representation to the School.

In addition, members of the student body may be invited by the School from time to time to serve as members on other Standing or Ad-Hoc Committees.

Attendance Guidelines

In addition to formal representation by elected student representatives, students and other members of the School of Information Studies community (i.e. students, staff, and alumni) are welcome to attend open sessions of meetings of the School, including Departmental Meetings and Curriculum Committee meetings, as guest observers in accordance with the following protocol:

1. Guests must RSVP to the appropriate Committee Secretary **at least one week in advance of the meeting date**. Schedules, agendas, and committee contact information are available from the Administrative Office.
2. The number of guest observers will be limited to the legal capacity of the room in which a meeting is held. Admission to guest observers will be on first-come, first-accommodated basis. Guest attendance will be recorded in meeting minutes.
3. Guest observers may not participate in debate at a meeting and are expected to observe normal rules of parliamentary decorum. **As such, guest observers must ensure any feedback or issue has been identified to their student representative(s) in advance of the meeting for inclusion on the agenda.**
4. No recording of sound or images are permitted by guest observers prior to, during, or after a meeting.
5. In the event that a meeting will include a confidential session, all guest observers are required to leave before the beginning of the confidential session.