



PROTOCOL FOR GUESTS AT ICP COUNCIL

As an Association of associations it is critical that the focus of ICP is on growing the membership and supporting the membership. Being a member of ICP should offer opportunities that are not available to non members; however from time to time, there are guests who join ICP Council meetings. These guests may include: international educators, presenters or stakeholders, representatives of education stakeholders, representatives of Education Ministries, elected members of government or government bureaucrats, guest speakers, external consultants and advisors, facilitators, former ICP senior staff, former ICP Executive members or Councillors and ICP members. Some guests have been invited by the Executive of the ICP to play an active role in some or all of the meeting; other guests may attend at the invitation of ICP President or some may be invited by the member, who is convening the Council meeting, on behalf of the President or Executive.

The business of the Council, as contemplated by the ICP Constitution, is generally conducted openly and ICP Members are encouraged to attend. Minutes are taken of all meetings and published on the ICP website, accessible to all Members. However, only Councillors may move and vote on motions to conduct Council business. Furthermore, from time-to-time, Council business must be handled in- camera because of the sensitive, confidential or solicitor-client nature of the discussions.

The following protocol for guests shall apply to all Council meetings:

Invitation and Notice

1. If an ICP Councillor or Executive member wishes to invite one or more guests to attend a Council meeting (in person or by webcast), that request shall be communicated to the ICP President and approved by the Executive.

Check-In Responsibilities

2. All Councillors and invited guests must register with Executive Officer or designate upon arrival at in-person Council meetings. On a webcast, Councillors and must sign in by providing their name, organisation or association and identify any approved guests who will be listening to the webcast. The ICP President or designate will identify any guests of the Executive on any online forums.



Announcement of Guests

3. All guests shall be announced at the outset of the meeting or at the point they join the Council meeting. This includes in person meetings, as well as any online forums. All Councillors share the responsibility of identifying anyone who is present at an in person meeting or online who may not be a duly elected member of Council.

Accompanying Guests

4. Invited guests shall remain in the company of a designated Councillor or Executive member for the duration of the time spent at the Council meeting.

Disruptive Guests

5. The ICP President, in his/her discretion, may determine that the presence of an approved guest at a Council meeting is disruptive or undesirable for any reason. The ICP President may issue warnings to this guest and/or determine to expel the guest from the meeting.

Limitation on Guest Participation in Meeting

6. An invited guest may be recognized by the ICP President and given the opportunity to speak on a particular issue of interest during the Council meeting. However, only Councillors may move, speak to and vote on motions. It is worth noting that unless the guest is an invited presenter then the guest normally enters the meeting with observer status.

In Camera – Guests Excluded

7. With the exception of external advisors, who must be clearly identified as such, no approved guest may remain in the room for Council business that is undertaken in-camera. An external advisor may only address Council as part of an in-camera session at the invitation of the President or Executive Secretary and may not make a motion or vote in the event a vote is taken. An external advisor must enter into a Confidentiality Agreement before being permitted to attend an in-camera session of Council.

Executive Elections

8. Approved guests are not entitled to vote in the elections and shall not interfere with the election process. They may not remain in a Council meeting during the election process for ICP Executive positions.

Annual General Meeting - Exceptions

9. All Members are welcome to attend the Annual General Meeting without notice or invitation. Other guests may attend without notice or invitation, as well. If a guest indicates a desire to speak to any issue on the agenda, he/she must raise a hand / indicate verbally, be called upon by the ICP President and identify him/herself and his/her affiliate organisation, if applicable, or, where the guest is not a Member, identify his/her reason for attending the meeting and speaking to the issue. Only delegates exercising ICP Member votes are entitled to move, speak to and vote on motions.