

## RBM Board Meetings: Observer Policy

### **1. Approval Criteria**

- 1.1 Observers' attendance is necessary for specific RBM Board discussion / agenda items; or
- 1.2 Observer represents an organisation that makes a significant financial contribution to the work of RBM and / or where a specific RBM Board discussion / agenda item relates to an area of activity where their funding is being utilised; or
- 1.3 Observer represents a significant RBM stakeholder group where attendance at the specific RBM Board meeting / agenda item would be necessary to ensure further collaboration with these stakeholders; or
- 1.4 Observer represents a significant opportunity (strategic or financial) for furthering the interests of the Partnership.

### **2. Limitations**

- 2.1 The normal limit for the overall number of observers permitted to attend a RBM Board meeting a simultaneously is 5.
- 2.2 In exceptional circumstances, the RBM Board Chair may permit more than 5 observers to simultaneously attend and will notify the RBM Board in advance of the meeting of the rationale for doing so.
- 2.3 No organisation or individual will be given permanent observer status at RBM Board meetings.

### **3. Approval Process**

- 3.1 Requests for the attendance of observers shall be made to the Board Chair no later than three weeks prior to the Partnership Board meeting, to allow a decision to be made on whether to invite the person, and, if agreed, for which item(s).
- 3.2 Applications will be assessed meeting by meeting on the proposed agenda for the meeting.
- 3.3 RBM Board Members, the CEO and members of the Partnership may put forward observer requests and should include which of the stated criteria the application meets.
- 3.4 Observers must complete a declaration of interests (DOI) form before their attendance at an RBM Board meeting is approved.
- 3.5 Partnership Board Members will be informed of the proposed attendance of observers in the Partnership Board documentation and will have the opportunity to raise any issues or objections with the RBM Board Chair in advance of the meeting.
- 3.6 The decision of the RBM Board Chair is final.

### **4. Observer Conduct**

- 4.1 Observers are not permitted to address the RBM Board or actively participate in an RBM Board meeting unless explicitly invited to do so by the RBM Board Chair.
- 4.2 Observers must keep information obtained within a RBM Board meeting confidential unless otherwise agreed with the RBM Board Chair.
- 4.3 The RBM Board Chair may, at any time, request a RBM Board meeting to move into a closed session and request observers to leave the meeting.