

Guidelines for attendance at CDRAF Meetings
(modified after the CDRAF Meeting June 6, 2018)

Principles

1. All CDRAF meetings are “open” meetings. In the unusual circumstances where an agenda item has the potential for discussion of personal information, the chair of the meeting may determine that the discussion will be held *in camera*.
2. In order to facilitate discussion and continuity, in person attendance by member representatives at the Annual Members Meeting, Board Directors at Board meetings and committee/working group members at committee/working group meetings is highly encouraged.
3. The CDRAF values input and participation from observers.
4. Observers from Stakeholder Organizations benefit from attending and provide valuable input to Members meetings and are encouraged to attend Members meetings.

Member representatives

1. If a Member Representative cannot attend a Members Meeting, the CDRAF bylaws state that they can vote “by mailed-in ballot or by means of a telephonic, electronic or other communication facility if the Corporation has a system”.
2. As Member Representatives are appointed by the Member (DRA), the Member could also temporarily replace the Member Representative who cannot attend with another individual by informing CDRAF of the replacement and subsequently inform the CDRAF of another replacement which actually reappoints the original Member representative.

Directors (Board Directors)

1. The current Bylaws state: “Method of voting: Voting in an election for the Board Directors shall be secret ballot. Eligibility: Only representatives carrying the function of Registrar, acting Registrar Secretary or acting Secretary of the Members’ Board can be elected as a Director of CDRAF Board.”
2. The current Bylaws go on to state: “Vacancy at the CDRAF Board: Upon receipt of a written confirmation of a new appointment by a member (DRA) of an acting registrar, registrar, acting secretary of ODQ Board or Secretary of ODQ Board, CDRAF Executive Director calls for an election within 5 working days. “
3. While the intent of the current bylaws is clear that the Board Members must be registrars, acting registrars or the ODQ Secretary or Acting Secretary, the voting rules are cumbersome at best. Therefore, as the intent is clear and to avoid reviewing and revising the Bylaws at this time, staff was directed to have a list of Board members for election at the annual meeting of Member representatives.
4. Staff was also directed that in the event a Registrar/Secretary is replaced by their DRA either permanently or temporarily, the staff person carrying the function of Registrar, acting Registrar Secretary or acting Secretary for the DRA will become the Board

Director. This will mirror the appointment process for the Member representatives and be less cumbersome.

Attendance and Participation of Observers

1. Members (DRAs) are welcome to send observers to any CDRAF meeting.
2. Observers from Third Party Providers (currently CDAC, ACFD, NDEB, RCDC) benefit from attending and provide valuable input to CDRAF Member and Board meetings and therefore will be invited and encouraged to attend all Board and Members meetings. They will be asked to submit a written report to the Members meeting. They may submit suggestions for agenda items and written resources to Members Meetings and Board Meetings.
3. Observers from other organizations benefit from attending and provide valuable input to the CDRAF annual Members Meeting and therefore will be invited to attend the annual Members Meeting. They will be asked to submit a written report to the Members Meeting. Observers from other organizations may attend other CDRAF meetings by submitting a written request to the Chair of the meeting through the CDRAF office.
4. As with all attendees, observers may speak at a meeting with the permission of the Chair. The Chair will ensure that the participation of observers does not inhibit the discussion of agenda items by other meeting participants.