



Operational Procedures & Guidelines

Procedure Reference **Guidelines for Observers at OAA Council Meetings**

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Revision Dates **N/A**

Introduction

The Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the *Architects Act* in order to serve and protect the public interest.

The OAA is governed by elected representatives of Council as regulated by the [Architects Act](#) and its [Regulations](#). Meetings of OAA Council are conducted in accordance with *Robert's Rules of Order* unless otherwise provided in the OAA Bylaws or approved by Council policy and procedure.

In accordance with the OAA's Bylaws, OAA members and the public may attend the open session of Council meetings. The calendar of OAA Council meetings dates for the current year is posted on the [OAA Website](#). The agenda and accompanying materials for the open session is available for viewing on the OAA Website approximately one week prior to the meeting.

This document sets out the rules of conduct for observers at OAA Council meetings.

Observe a Council Meeting Virtually

OAA Council meetings are generally held at the OAA Headquarters and are livestreamed via Zoom. Observers are welcome to attend the open session via Zoom and must register in advance to receive the access link for entering the virtual meeting.

Details for registering are posted on the [OAA Website](#).

Observe a Council Meeting in Person

Due to limited seating for in-person observers, anyone wishing to observe a Council meeting in person must register to attend in advance to reserve their seat. Details for registering are posted on the [OAA Website](#).

Seating is provided for observers along the sides of the Council meeting room or, at the discretion of the OAA, in another location where the proceedings can be observed.

Council meetings are held at the OAA Headquarters at 111 Moatfield Drive in Toronto, unless otherwise noted.

Rules of Conduct for an Observer at an OAA Council Meeting

1. Observers do not participate in the meeting or engage in Council discussions when the meeting is in session.
2. Observers may not pass notes or other information to Council members during the meeting.
3. Observers are asked to turn off or silence cell phones and other devices and refrain from side conversations during the meeting.
4. Observers attending virtually must turn off their camera and microphone.
5. Observers are asked to limit comings and goings during the meeting. There are scheduled breaks during each meeting. Observers must make their own arrangements during a lunch break.
6. Observers may not audio or video record Council meetings. This includes taking photographs, video, and voice recordings. Note-taking is acceptable.
7. Should Council be required to move *in camera* during the open session, the observers will be requested to leave the meeting and may return once notified that Council has returned to the open session.

