

Observer Guidelines

OBSERVER PACKAGES

- A PDF observer package will be available at least one week before the Council meeting from the College's website: <http://www.cno.org/en/what-is-cno/councils-and-committees/council/council-meetings/>
- Observers may download the package onto a personal device in advance or access the College's guest Wi-Fi during the meeting. Instructions are provided with observer packages.
- Depending on demand, the Wi-Fi may go down.

ATTENDING THE MEETING

- Council meetings begin at 9 a.m. and are held in the Council chambers at the College of Nurses (101 Davenport Road). If a portion of the meeting is closed to the public, it will be identified as such with the agenda posted on the website. There are morning and afternoon refreshment breaks and a one-hour break for lunch.
- Members and the public attend Council meetings as observers. Observers do not participate in the meeting.
- Do not try to speak with, or pass notes and information to, Council members during the meeting.
- You may use devices (cell phones, tablets, laptops) to access the background papers. Please turn off pagers and the ringer to your cell phone while in Council chambers.
- Observers should limit comings and goings throughout the meeting. If you need to leave the Council Chambers between scheduled breaks, use the door marked "Council Chamber Exit" at the north end of the Council chamber, where the observer seating is located.
- Observers are welcome to have refreshments in the observer lounge at the north end of the Council chambers. An hour-long break is provided to allow observers time to have lunch outside the College. The Council lounge is private and observers are not allowed.
- Observers are asked to be quiet during the meeting. The acoustics in the Council chamber are particularly good and side conversations are distracting to others. If you wish to have a discussion, you are free to leave the meeting and rejoin it later.
- Refrain from wearing perfume, scented lotion or aftershave. Observers who come wearing scented products will not be allowed to go into Council chambers.

Please note there is no on-site parking for observers. ([Map to off-site parking](#))

To attend a meeting, or if you have any questions about Council or committees, contact Jenna Hofbauer, Council Affairs Coordinator, at 416 963-7566 (toll-free in Ontario 1 800 387-5526 ext. 7566) or by email at jhofbauer@cnomail.org.