

# St. Stephen's College

## Guidelines for Student Participants at 2021–2022 Board and Senate Meeting

### Registration of Student Participant for Meetings

1. All Board and Senate meeting dates will be publicly posted with registration details.
2. Students are required to register for each Board or Senate meeting. Registration can happen by emailing the Recording Secretary of either the Board (Jamie Smith) or of the Senate (Shelley Westermann). Registration for each meeting will remain open until one business day before the meeting.
3. Student Participants will be limited to three per meeting, though this limitation will be reviewed and expanded as possible. The purpose of this limitation is as follows: (1) considerations of room capacity (for when we are able to hold in-person meetings), and (2) our aim is to have students participate in the conversation fully, and as such the Chair must be able to manage the agenda within the allotted timeframe. Just as we limited the size of the Board and Senate themselves (approx. 15–20), so too we limit the number of non-voting participants.
4. Unlike Governors and Senators, who are asked to regularly attend the Board and Senate meetings, student participants are welcome to register for as many or as few meetings as they wish during the year.

### Expectations of the Board and Senate

1. With the exception of the agenda, meeting materials will only be available to students at the discretion of the Board or Senate Chair.
2. Where matters of confidentiality are concerned (namely, personnel, finances, or any specifically designated item), the Board and Senate can reserve discussion of those items until after students have left the meeting.

### Expectations for Student Participants in Meetings

1. Students are able to participate fully in the conversation, though they are not able to vote. During the course of a meeting, if a student has a question regarding background/context of a particular item, those questions can be raised for sake of clarity.
2. If a student wishes to add an agenda item, it must be submitted to the Board or Senate Chair for consideration not less than one week before the meeting begins.
3. Discussions at the Board and Senate abide by the Chatham House Rule.<sup>1</sup> If during the course of a meeting, a particular discussion item is deemed to be confidential, the item will be named as such and all participants to the meeting are expected to respect the confidentiality of information received. This includes (but is not limited to) the confidentiality of meeting discussions, documents, and minutes.

---

<sup>1</sup> “Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed” (<https://www.chathamhouse.org/about-us/chatham-house-rule>).