

Approved: Board of Directors – 6/9/05

Revised: Executive Committee – 8/11/05

**BOARD OF DIRECTORS, COUNCIL, COMMITTEE, AND TASK FORCE GUEST  
OBSERVERS POLICY**

Guest observer attendance by AAD Fellows, Associates, Affiliates, International Fellows, Life and Honorary members is permitted at meetings of the Board, and most face-to-face meetings of Councils, Committees and Task Forces on a space-available basis. Every effort will be made to arrange space for expected guest observers. In order for a member of the Academy to attend a Board of Directors meeting, the member must submit a written request to the Secretary-Treasurer. In order for a member of the Academy to attend a Council, Committee or Task Force meeting, the member must submit a written request to the Chair of that entity. Guidelines for observers are listed below:

1. Written or emailed request must be received in the Academy office ten days in advance of the meeting.
2. Materials for dissemination must be received in the Academy office ten days in advance of the meeting. Dissemination will be at the discretion of the presiding officer or Chair.
3. Guest observers are responsible for all expenses associated with their attendance, including airfare, lodging and meals. Meals will not be included for guest observers at Council, Committee and Task Force meetings.
4. Guest observers shall not have the privilege of the floor unless acknowledged by the presiding officer or Chair. A member of the Board, Council, Committee or Task Force may submit to the presiding officer or Chair a request for the privilege of the floor on behalf of a guest observer.
5. Once the meeting has convened, no guest observer can initiate discussion or distribute literature to a member of the Board, Council, Committee or Task Force unless approved by the presiding officer or Chair.
6. At any time which the presiding officer or Chair convenes an executive session, guest observers will be excused for the duration of that session.
7. Guest observers may not participate in meetings of the following committees: Executive Committee; Nominating Committee; Ethics Committee; Judicial Panel; Named Lectureship Task Force; Scientific Assembly Committee; Development Committee.