

POLICY & GUIDELINE FOR MEETING OBSERVERS & CONDUCTING EFFECTIVE MEETINGS

Article I

Purpose

The purpose of the policy is to establish a standard for presence of observers and for conducting effective meetings of this organization. This policy is intended to supplement but not replace any article of the AMDA Constitution or its By-laws.

This policy is adopted based on resolution passed in Joint Meeting for Board of Trustee & Board of Representatives on Ramadan 11, 1431 AH / August 21, 2010 CE.

Article II

Definition

1. Observer

This is defined as individual who are not member of the body whose meeting is being held.

2. Meeting

This is defined as any meeting in which this organizations business is conducted.

Article III

Procedures

1. Observer Presence

- I. There should be no personal attack during the meeting. After the first violation, individual in violation will be warned by the chairperson. The individual will be excused by the chair person for the rest of the board meeting if there is any further violation.
- II. If an observer is present during a board meeting, he/she shall need to seek permission from the board chairman before making any comment.

2. Effective Meeting

- I. If a decision is taken by the board on any particular agenda item where the board had a quorum, the decision can be revisited only if a group/individual produce(s) enough reason/evidence to reconsider the decision. The board after listening to it will vote to decide if the agenda item should be re-visited.