

ALL PAM Members

GUIDELINES ON NON-COUNCIL MEMBER ATTENDING COUNCIL MEETING AS OBSERVER

In tandem with promoting PAM's policy of transparency and accountability, PAM Council have decided to allow Non-Council Member to attend Council Meeting as observer.

As such, we are pleased to hereby inform members of the Guidelines on Non-Council Member attending Council Meeting as observer. Pleased find attached herewith the Guidelines for your reference.

Thank you

Yours faithfully
PERTUBUHAN AKITEK MALAYSIA

GUIDELINES ON NON-COUNCIL MEMBER ATTENDING COUNCIL MEETING AS OBSERVER

1) Objective:-

The objective for allowing Non-Council Member to attend Council Meeting as Observer is to promote transparency and accountability of the Institute in General and the Council in particular.

2) Definition of Non-Council Member:-

Non-Council Member for the purpose of Observer status is defined as any Non-Corporate member (except student member) or Ordinary Corporate Member who is not a member of Council.

3) Mechanism How A Non-Council Member can participate As Observer In Council Meeting:-

(a) By Invitation of Council

- Council is empowered to invite any Non-Council Member to attend any Council meeting if and when the Council finds that it promotes the objective as stated above.
- A formal invitation is to be sent to the Non-Council member at least two (2) weeks in advance and the invitee is to confirm attendance at least one (1) week before the council Meeting.
- As and when required, President or Hon. Secretary can invite any Non-Council Member to attend any Council Meeting at shorter notice provided there is no objection from any Council Member.

(b) By Application of Non-Council Member

- Any Non-Council Member is entitled to make a formal application to the Hon. Secretary to attend as Observer by stating his/her reason and purpose for the approval of the Hon. Secretary.
- The application is to be submitted to the Hon. Secretary at least two (2) weeks in advance and the Hon. Secretary is to confirm acceptance or rejection at least one (1) week before the Council Meeting.

(c) Maximum No. of Non-Council members Attending As Observers at Any Council Meeting.

- The maximum number of Non-council Members attending as Observers at any Council meeting is six (6) subject to availability of space.

(d) Punctuality and duration of Attendance By Observers

- An Observer shall be punctual and arrive for the Council Meeting not later than half an hour of the appointed time of the Meeting failing which he/she may not be allowed to attend the Meeting.
- To avoid the misuse of the privilege given to an observer, Council has the sole discretion to decide on the period or time an Observer is to sit through a Council Meeting.
- This is to avoid an Observer coming and just sitting for a short period or time but also to allow some invited Observer to leave the meeting after an appropriate period or time.

(e) Entitlement of An Observer

- An observer is not entitled to any paper of the council's proceedings.
- An Observer is not entitled to speak at Council Meeting unless invited to do so by the council for specific purpose only.

(f) Confidential Matter

- When any confidential matter pertaining to disciplinary matter, arbitration matter and any other matter deemed confidential is deliberated by the Council, an Observer shall be excused from the meeting.