



## **National Animal Ethics Advisory Committee**

# **Guidelines for public attendance at a meeting of the National Animal Ethics Advisory Committee (NAEAC)**

### **Introduction**

The National Animal Ethics Advisory Committee (NAEAC) is committed to being open and transparent in its deliberations and welcomes public attendance at its scheduled meetings.

NAEAC conducts its business in a way that is inclusive and welcoming. Members of the committee are required to be respectful of each other and of meeting procedures. A member of the public attending a NAEAC meeting must also adhere to these principles.

These guidelines are available to all members of the public who request attendance at a NAEAC meeting.

### **Meeting dates and papers**

1. At its last scheduled meeting of each calendar year, NAEAC will establish its meeting dates for the following year.
2. The agreed meeting dates will be posted on the NAEAC website as soon as practicable after they have been set.
3. Meeting agendas and papers will be posted on the NAEAC website prior to each meeting.

### **Public attendance at meetings**

4. Meetings are not routinely livestreamed or videoed.
5. Intention to attend a meeting must be indicated to the committee secretary by emailing [NAEAC@mpi.govt.nz](mailto:NAEAC@mpi.govt.nz) no less than 7 working days prior to the advertised meeting date.
6. While NAEAC encourages public attendance at its meetings, places may be limited. If every request to attend cannot be accommodated, places will be allocated in order of receipt and a waiting list established.

7. Members of the public may not speak during the meeting unless invited to do so by the Chair.
8. A member of the public who has permission to speak must adhere to all conditions set by the Chair.
9. Members of the public may not use recording devices or broadcast the meeting proceedings at any time.
10. Should the Chair become aware that a member of the public is not adhering to guideline (9), the meeting will immediately be adjourned, and the person asked to leave the meeting.

### **Meeting procedures**

11. At the beginning of the meeting, the Chair will call for 'Any Other Business' to be added to the agenda by committee members.
12. If the committee identifies that a discussion will disclose information that should be withheld in accordance with the guidelines established in the Local Government Official Information and Meetings Act 1987 s7, a resolution will be moved to close the meeting, with the reasons for doing so included within the motion.
13. On the passing of such a motion, the Chair will ask that members of the public leave the room.
14. If the meeting unable to complete the agenda within the advertised time allocated for the meeting, one of three options may be used.
  - a. The meeting may resolve to continue past the scheduled finishing time.
  - b. The meeting may resolve to close the current meeting and establish a new date and time to reconvene the meeting.
  - c. The meeting may resolve to defer the unfinished business until the next scheduled meeting.
15. If guideline 15 (b) or (c) is invoked, the new meeting date and the appropriate Agenda will immediately be notified on the NAEAC website.

### **Meeting etiquette**

16. Members of the public who are attending a NAEAC meeting must adhere to the conditions set out in these guidelines.
17. Members of the public who are attending a NAEAC meeting must be respectful of the committee and its procedures, and conduct themselves in a seemly manner.
18. A member of the public who is attending a NAEAC meeting and who does not adhere to these guidelines 17 and 18 may be required by the Chair to leave the meeting.

### **Meeting minutes**

19. Redacted meeting minutes are proactively released on NAEAC's website after approval and ratification by the committee.