

The following sets out the guidelines that are applied when an Alternate Representative applies to the Chair to attend a Council Meeting with the Representative. All Alternate Representatives must apply to the Chair to attend any Council meeting.

## **Guidelines for Attendance of Alternate Representatives at WSC Meetings**

July 22 2013

1. WSC Alternate Representative may attend a WSC meeting at which the WSC Representative cannot be present.
2. A main reason for a WSC Alternate Representative to attend a WSC meeting with the WSC Representative is to familiarise the Alternate Representative with the members and workings of the WIRES State Council.
3. Limited circumstances may arise when the alternate representative may attend with the WSC Representative, these may be: to provide specific/specialist knowledge to a specific topic; any training that may be pertinent to the role of rep and alt rep, a genuine reason for attending.
4. If the 5 positions are not filled by new alternate representatives attending with the WSC Representative to familiarise themselves with the WSC the Chair does not have discretion to fill any places for any reason.
5. Five places are reserved only for new alternate representatives.
6. The Chair has the ability to make further decision regarding the attendance of alternate representatives provided it does not contravene the Constitution or Handbook in relation to alternate representatives and is in accordance with all agreed criteria.

If the Chair is not available or decides it is appropriate to excuse themselves from a decision, the decision will fall to the Vice Chair, under the above criteria but has no additional discretion as the Chair does