

Meetings: Delegations and Observers

Date created: April 16, 2004

Date approved: April 19, 2004

Date last reviewed: May 15, 2009, October 21, 2011

Category: Board

File code: Bd11/policies/Bd-06-Meetings-Delegations-Observers-final-Oct-21-11

Authority: Section 11, bylaws

Background:

Board and Committee meetings are open to the public, including registrants, stakeholders, consumers and other members of the public. To ensure that the comments and questions of people attending Board and Committee meetings are heard and addressed by the Board while ensuring the integrity of the Board's meeting schedule and deliberations, a policy is required regarding the participation of delegations and observers.

Policy:

1. A total maximum of ten (10) minutes is allotted per agenda item, to a maximum of 1 hour per meeting, to hear from delegations or individual observers.
2. Each speaker is allotted five minutes for presenting and questions prior to the beginning of the agenda item.
3. Delegations are asked to provide one week's advance notice of attendance and must be represented by one spokesperson.
4. The spokesperson and individual observers identify themselves to the Chair, their region's Board member, or CDBC staff member prior to the start of the agenda item, either in person or via a written note. Delegations and observers are asked to introduce themselves.
5. After the spokesperson's presentation(s) and during the Board's information gathering and deliberations, access by delegations or observers to the Board is via comments or questions passed to a Board member. It is within that Board member's discretion to determine whether to raise the comment or question to the Board.
6. During workshop sessions of the Board, delegations and observers are asked to hold their written comments or questions until invited to bring them forward by the Chair.
7. A copy of the agenda and Minutes of any previous meeting are provided to registrants or members of the public on request.
8. The Board may ask observers to leave the meeting, in accordance with section 11(5) of the bylaws, and the reason for going In Camera is recorded in the minutes.