

BOARD POLICY: BOARD MEETINGS

I. GENERAL STATEMENT OF POLICY

- A. The Board is scheduled to meet six times per year. The meeting schedule may be changed at any time at the discretion of the Board.
- B. The schedule of Board Meetings is available on the VIHA website.
- C. All Board Meetings are open to the public, as per Section 8. (3) of the *Health Authorities Act*, which states:

“Meetings of a board or council are open to the public but the board or council may exclude the public from a meeting if the board or council considers that, in order to protect the interests of a person or the public interest, the desirability or avoiding disclosure of information to be presented outweighs the desirability of public disclosure of the information.”

II. GENERAL BOARD MEETINGS

- A. General Board Meetings are meetings of the Board where the public is welcome to attend to observe the meeting. Members of the public do not participate in the meeting, other than as specified in Sections E and F below.
- B. Any person wishing to attend a General Board Meeting of the Vancouver Island Health Authority is entitled to do so and welcomed by the Board. Notices of upcoming meetings are placed in local newspapers throughout the Health Authority to ensure the public is aware of the date, time and location of the meeting. Seating at meetings is available on a first come first served basis and to comply with fire and other regulations, attendance may be restricted to a maximum number.
- C. The agenda for the General Board Meeting will be posted on the VIHA website in advance of the meeting and available at the door of the meeting.
- D. Procedures During General Board Meetings:
 - The meeting will be held in accordance with the Vancouver Island Health Authority Bylaws and Roberts Rules of Order.
 - Participation in the discussion of the Board is limited to the members of the Board, the CEO, and other management personnel or third parties who may be present at the invitation of the Board.

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- The Board vests in its Chair or presiding officer authority to adjourn the meeting prior to conclusion of Board business, if, in the opinion of the Chair or presiding officer, reasonable decorum is not observed.

E. Presentations and Questions for the Board

The Board is interested in hearing from the public and a limited amount of time is set aside at each meeting for scheduled presentations and questions. Notices of upcoming meetings are placed in local newspapers throughout the Health Authority and outline the process and deadline for submitting a request to make a presentation to the Board or ask a question of the Board.

- Requests to make a presentation to the Board must include the name of the individual or organization and their spokesperson; contact details; topic; purpose of presentation and a summary of the presentation.
- Organizations must identify one spokesperson for their presentation. In exceptional circumstances only, with previously obtained permission, an organization may have two spokespersons for one presentation.
- Approved presentations are limited to a maximum of ten (10) minutes.
- Questions must include the name of the individual or organization; contact details; pertinent background information and the specific question.
- Efforts will be made to respond to questions in writing at the General Board Meeting.
- Due to time constraints it may not be possible to hear all presentations. Individuals or organizations that have made presentations to the Board on similar or related subjects within the past year will be given lower priority than individuals or organizations that have not yet had the opportunity to present to the Board. The Chair may decline to hear any presentation.

F. Procedures During Public Presentations

- The time allotted for each presentation is a maximum of ten (10) minutes.
- Presenters must be recognized by the Chair or presiding officer.
- Board members will listen to the presentation but will not respond to it. Board members or staff may ask the presenter questions during or after the presentation.
- The Board vests in its Chair or presiding officer the authority to terminate the presentation of any individual or organization if they are not addressing the Board in a respectful manner and observing reasonable decorum.