

**COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD AND COMMITTEE MEETING POLICIES**

BOARD MEETING PROCEDURES ¹

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¹ Approved by CPS-BC Board on DATE

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BOARD MEETING PROCEDURES

I INTERPRETATION

Authority

1. This is a policy of the Board.

Definitions

2. In this policy:

“Board” means the Board of the College;

“Chair” means the individual chairing the meeting in question;

“College” means the College of Podiatric Surgeons of British Columbia;

“person” means an individual or a corporation;

“public” includes any member of the media;

“section” means a section of this Policy.

II GENERAL

Notice of Board meetings

3. As otherwise provided in this Policy, the Board will provide notice of their meetings to the College and the public.

Attendance at Board meetings

4. Except as limited by this Policy, any person may attend a meeting of the College Board.

Advance notice of attendance at Board meetings

5. Because

a) seating for observers at a Board meeting is available on a first come first served basis, and

b) to comply with fire and other regulations, attendance at a meeting may be restricted to a maximum number,

if a person wishes to attend a Board meeting, as provide in this Policy that person must, advise the Registrar in advance of their desire to attend the meeting.

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Participation at Board meetings

6. As provided by this Policy, any person may request that an item be added to, or that they be given permission to make a submission or presentation on any matter on, the agenda for a Board meeting.

Requests to participate at a Board meeting

7. If a person wishes to request an addition to the agenda, file a submission for or make a presentation at a Board meeting, that person should provide their request to the Registrar before the scheduled meeting as set out in this Policy, in order to allow adequate time for consideration for inclusion on the meeting agenda, and as the case may be included in the package of materials that is distributed to the Board for the meeting.

Content of request to add an agenda item

8. A request to have an agenda item added to a Board agenda must be made in writing and include a rationale as to why the matter should be before the Board.

Content of request to make a submission or presentation

9. A request to make a submission to the Board must be in writing and must include:
- a) the name of the person (including the organization and spokesperson) filing the submission;
 - b) contact information for that person;
 - c) a reasonable summary of the topic(s) or issue(s) of concern;
 - d) the nature of the decision(s) or action, if any, being requested of the Board or College.

Priority of written requests

10. The factors for the Board to consider when determining the priority to be given to requests for participation in Board meetings include but are not limited to the order in which requests have been received and the importance of the subject matter to the College's mandate and functions.

Repetitive requests

11. A person who has made submissions or presentations to the Board on similar or related subjects within the 12 months preceding the meeting at issue may be given lower priority than person who has not yet had the opportunity to present to the Board.

Declining request

12. Notwithstanding any other policy, the Board may decline a request to make a submission or presentation and only if practicable will give reasons for that decision.

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Time limits for presentation at meeting

13. A presentation to the Board must be limited to a maximum of 10 minutes, unless a longer time is authorized at the meeting by the Chair or the Board.

Obligation of the Board

14. While the Board may consider any matter that is set out in a submission, the Board are not obligated to
- a) put the item requested on the agenda;
 - b) respond to a submission or presentation during the meeting; or
 - c) give the person filing a submission an opportunity to also speak to the Board during any meeting.

Board response

15. The Board may ask a presenter questions during or after their presentation.

Termination of presentation

16. The Chair may terminate the presentation of any person if they are not addressing the Board in a respectful manner, in any other way failing to observe reasonable decorum, or failing to adhere to the topic of the presentation that was approved for hearing by the Board.

Conduct during a Board meeting

17. Every person attending or participating at a Board meeting must act with respect and decorum, and accept the rulings of the Chair.

Recording devices

18. No person may use a recording device, video camera or camera to record a Board meeting or any part of a meeting, unless such recording is expressly approved by the Chair.

Exclusion from a Board meeting

19. The Chair or the Board may by request or direction exclude any person from all or a part of a Board meeting.

Refusal to leave meeting

20. If a person refuses to comply with a request or direction from the Chair to leave a Board meeting, the Chair may adjourn and reschedule the meeting.

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Adjourning a Board meeting before agenda completed

21. The Chair or presiding officer may adjourn a Board meeting prior to conclusion of business or completion of the approved agenda, if, in the opinion of the Chair or presiding officer, respect or reasonable decorum is not being observed or maintained during the meeting.

III OPEN MEETINGS

Open meetings

22. Subject to this Policy, every Board meeting is an open meeting and any person may attend and observe the meeting but is not entitled to vote on any matters of Board business.

Timing of notice

23. If practicable, at least 15 working days before a meeting, the notice of an open Board meeting should be
- a) sent to each Board member by email, letter or fax, and
 - b) posted on the College website.

Content of notice

24. A notice of an open meeting should include:
- a) the date, time and location of the meeting;
 - b) if practicable, the proposed agenda or a summary of the issue(s) to be considered at the meeting;
 - c) a notice of the public's right to participate in the meeting and the process for how a person may make a request to participate in the meeting;
 - d) the person to contact for information about the meeting.

Request to participate an open Board meeting

25. Any person who wishes to attend or make a presentation at an open Board meeting should advise the Registrar no less than 7 days prior to the date of the meeting.

Submission or presentation for an open Board meeting

26. A person who wishes to file a submission for or make a presentation at an open Board meeting, should make a request to the Registrar at least 10 working days before the date of the meeting.

Waiver of notice

27. The Chair may vary or waive the requirement of sections 23 and 24 and grant a person the opportunity to make a presentation to the Board at an open meeting without advance notice if, in

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the Chair's opinion, the subject matter merits a hearing by the Board and can be reasonably accommodated within the time constraints of the Board's agenda for the meeting.

IV IN CAMERA MEETINGS

Calling an in camera meeting

28. The Chair or the Board may call an in camera meeting of the Board.

When a meeting may be in camera

29. A meeting or part of a meeting may be held in camera, if the Chair or the Board as the case may be is satisfied that, during that meeting or part of a meeting, one or more of the following matters may be discussed:

- a) financial or personnel or other matters of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or the public outweighs the desirability of adhering to the principle that meetings be open to the public;
- b) information concerning a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced by disclosure;
- c) personnel matters, including the hiring or ending of employment or approving and terminating a service contract;
- d) the acquisition of property;
- e) the contents of examinations;
- f) communications with the Office of the Ombudsman or the Information and Privacy Commissioner;
- g) information that the College would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
- i) any matter that is subject to solicitor-client privilege; or
- j) information that the College is required or authorized by law to keep confidential.

Notice of in camera meeting

30. If an in camera meeting is called for a future date, the Chair shall ensure that the amount of notice that is reasonable in the circumstances is provided to the Board and the public.

Timing of notice

31. At least 5 working days before an in camera meeting, if practicable, the notice of the meeting should be
- a) sent to each Board member by email, letter or fax, and
 - b) posted on the College website.

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Content of notice

32. A notice of an in camera meeting should include the following
- a) the date, time and location of the in camera meeting, and
 - b) for the Board, a general indication of the issue(s) to be considered at the meeting.

Declaring an open meeting to be in camera

33. Notwithstanding the above, the Chair or the Board may without prior notice and by declaration of the Chair or Board resolution, declare all or part of a Board meeting to be in camera or put an agenda matter over to an in camera meeting, for any of the reasons set out in section 29.

Confidentiality

34. All matters brought before the Board during an in camera meeting remain confidential and must not be discussed outside of the in camera meeting, unless the Board by resolution directs otherwise.

Voting during an in camera meeting

35. Voting during in camera meetings shall be in accordance with the regular voting rules and procedures that apply to open Board meetings.

V AGENDAS AND MINUTES

Agendas for Board meetings

36. Unless to do so is impracticable, an agenda must be prepared for each Board meeting.

Content of Board meeting agenda

37. The Board meeting agenda should set out:
- a) the date, time and location or mode for the meeting;
 - b) whether all or part of the meeting is to be in camera and, if the latter, what part;
 - c) in general terms, the items to be considered during that meeting.

In camera meeting agenda

38. The agenda and any supporting materials for an in camera meeting shall:
- a) be clearly indicated to be in camera by the terms 'in camera' or 'confidential',
 - b) be handled and secured in a manner that respects the confidentiality, and
 - c) not be posted on the College's website.

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Minutes of Board meetings

39. The requirement to create and retain minutes for every Board meeting includes meetings held by telephone and other electronic means.

Content of Board meeting minutes

40. The minutes of Board meetings must record:
- a) the date, time and location, or mode in the case of an electronic meeting, of the meeting,
 - b) all persons who attended the meeting, including guests,
 - c) a general summary of the topics discussions of that meeting,
 - d) the reasons for excluding any person from the meeting, if applicable,
 - e) important directions given by the Board during the meeting, and
 - d) all resolutions made during the meeting.

In camera meeting minutes

41. Notwithstanding section 40, the minutes of an in camera meeting
- a) must not record or disclose the content of the discussions of that meeting, and
 - b) if the Board makes a resolution to withhold information pertaining to the meeting, must comply with that resolution.

Approval of open Board meeting minutes

42. In every case the Board shall review the minutes of every open meeting at the next following open meeting and thereafter as necessary and approve the minutes once the Board deems them to be accurate.

Approval of in camera Board meeting minutes

43. In every case the Board shall review the minutes of every in camera meeting at the next following meeting and thereafter as necessary and approve the minutes once the Board deems them to be accurate.

Chair's signature

44. In every case once the Board meeting minutes are approved, the Chair as soon as practicable shall affix his or her signature to a hard copy of the approved minutes.

Retention of Board meeting minutes

45. The Registrar shall ensure that hard copies of the approved, signed minutes of every Board meeting are retained at the College office, as follows:

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- a) for the minutes of an open meeting, a hard copy is to be kept in the Registrar's office, in a file or binder identified as the Board open meeting minutes;
- b) for the minutes of an in camera meeting, a hard copy is to be kept in the Registrar's office, in a file or binder that is separate from the Board open meeting minutes and identified as the Board in camera meeting minutes.

VI PUBLIC ACCESS TO BOARD AGENDAS AND MINUTES

Public access to Board meeting minutes

46. Subject to section 47 the Registrar must make the approved, signed Board open and in camera meeting minutes available to any person for review free of charge upon reasonable request during the College's regular office hours.

Denial of public access to Board meeting minutes

47. The Registrar may deny a person access to the open or in camera Board meeting minutes if
- a) the Registrar reasonably believes that the exercise of the access could threaten the safety of any person or disrupt the operations of the office, or
 - b) to remove content on any matter referred to in section 29,

Posting of Board meeting minutes

48. The Registrar shall ensure that the minutes of both open and in camera Board meetings are posted on the College website as soon as practical after they have been approved.

Editing of posted Board meeting minutes

49. The Registrar may edit minutes of any Board meeting to be posted on the College website to remove information about any matter referred to in section 29 or as directed by the Board pursuant to section 41, provided that the reason for removing that confidential information is noted in the edited minutes.