

| <b>Kemptonville District Hospital<br/>BOARD OF DIRECTORS<br/>POLICY</b>  |                                       |
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| <b>Subject: PUBLIC ATTENDANCE AT BOARD MEETINGS</b>  | <b>Policy No.: 13</b>                 |
| <b>Policy Objective(s):</b><br>In order to formalize most effectively the spirit of accountability, transparency, and participative democracy which exists between the members of the community and the hospital, this policy will provide members of the public with the process for public participation and /or attendance at meetings of the Board of Directors of Kemptonville District Hospital. | <b>Date Approved:</b><br>January 2016 |
|  | <b>Review/Revision Dates:</b>         |

**Policy Statement**

The policy is to ensure that the Board Chair, Board Secretary (when appropriate) and the CEO have the opportunity to plan for and notify all Board members of those who wish to attend the Board meeting, and ensure that members of the general public requesting the opportunity to address the Board are appropriately acknowledged on the Board agenda and are aware of the process.

**Definitions:** Public Board Meeting is a meeting of the Board of Directors that is open to the general public including the media and Hospital staff.

**Implementation Guidelines:**

**Procedures and Process:**

**Notice:** A schedule of the date, location and time of the Board’s regular meetings is available from the CEO’s office and on the KDH Website.

**Attendance at regular Board meetings** - To ensure adequate seating space and safety restrictions, individuals wishing to attend Board meetings should notify the Board Secretary’s (CEO’s) office at least 72 hours prior to the meeting. All attendees should identify themselves and their affiliation if any. Agendas will be made available at that time or may be obtained prior to the meeting from the CEO’s office. Supporting material is distributed only to the Board members.

Approved minutes of regular meetings are posted on the KDH Website. This does not apply to the minutes of in camera meetings, meetings which are not open to the public.

The Board Chair, in consultation with the CEO, as well as the Board, reserves the right to limit the number of attendees from the public due to space limitations.

In the event that the attending public has questions/issues arising from the Board meeting, the Board Chair and the CEO will make themselves available, upon adjournment of the meeting, to discuss /clarify the matter or the items.

*Addressing or bringing matters to the Board's attention:* Members of the public wishing to address or bring matters to the attention of the Board of Directors will be required to submit their request in writing (including email) to the Chair at least 14 days prior to the Public Meeting of the Board of Directors.

The written request shall include a brief description of the reason for the request, the specific matter to be addressed, and the group she/he is representing and include any written material the person will want to distribute to the Board.

The Chair of the Board in consultation with the CEO will consider requests in order of receipt and a decision will be provided at least three business days prior to the Board meeting. Should the Chair turn down a request, the Chair will share with Board members her/his rationale for the decision.

Oral presentations must be limited to 5 minutes. If the presentation is based on a submission by a group, one person must be identified as the spokesperson. Granting more time to address the Board is at the discretion of the Chair. Presentations are usually heard at the beginning of a meeting.

The Board will receive presentations but is not obligated to respond or take action.

Members of the public may also address the Board by providing a letter addressed to the Chair of the Board. While the Board may consider matters raised in such correspondence, it is not obligated to respond to it.

### **Board Committees**

Committees of the Board are not open to the public.

### **Media Attendance**

Members of the media may attend meetings as per the above procedures. Recording devices, videotaping and photography are prohibited during the meetings. The Chair of the Board and the CEO, or their designate, will be the official spokespersons on behalf of the Board.