

# College of Veterinarians of British Columbia

## COUNCIL MEETING POLICIES AND PROCEDURES

Approved by Council on May 5, 2012

Interpretation .....	1
Authority .....	1
Definitions .....	1
Part One: Open meetings.....	1
Open meetings .....	1
Notice of an open meeting .....	2
Attending an open meeting .....	2
Submission to an open meeting .....	3
Presentation at an open meeting.....	3
Conduct during an open meeting .....	4
Adjourning a Council meeting before completing the agenda.....	4
Posting of open meeting minutes .....	5
Part Two: Closed Meetings.....	5
When a meeting may be closed .....	5
Calling a closed meeting .....	6
Closing an open meeting .....	7
Confidentiality.....	7
Exclusion from a closed meeting .....	7
Agendas/minutes of a closed meeting .....	7

## **INTERPRETATION**

### **Authority**

- 1) These policies and procedures have been adopted by the CVBC Council on the date indicated pursuant to section 1.1 of the Main Bylaws.<sup>1</sup>

### **Definitions**

- 2) In these policies and procedures:
  - a) “closed meeting” means an *in camera* meeting or a part of a Council meeting convened pursuant to Part 2 of these policies and procedures;
  - b) “general public” (or “public”) includes any member of the media.
  - c) “open meeting” means a meeting of a part of a Council meeting convened pursuant to Part 1 of these policies and procedures.

## **PART ONE: OPEN MEETINGS**

### **Open meetings**

- 3) Subject to policy #9 and Part Two (below), every Council meeting is an open meeting and any registrant or member of the general public is welcome to attend and observe the meeting.
- 4) Except as provided in the following policies, no person other than a Council member may file a submission or make a presentation to, or discuss or debate an issue or otherwise participate in an open or closed meeting of Council.

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<sup>1</sup> Section 1.1 of the Main Bylaws adopts *Roberts Rules of Order*, but states that those Rules govern a meeting procedure unless the Council has adopted Bylaws or other rules or policies that apply instead.

### **Notice of an open meeting**

- 5) The Council will provide reasonable notice of an open meeting to its members, College registrants and the general public.
- 6) A notice of an open meeting should include the following information:
  - a) the date, time and location of the meeting;
  - b) the proposed agenda or a summary of the issue(s) to be considered at the meeting.
- 7) At least 15 working days before a meeting and if practical, the notice of the Council meeting should be
  - a) sent to each Council member by email, letter or fax, and
  - b) posted at the College website.
- 8) The accidental omission or failure to deliver notice of an open meeting to or the non-receipt of such notice by any member of Council, a registrant or a member of the general public does not invalidate proceedings at that meeting.

### **Attending an open meeting**

- 9) Because
  - a) seating for observers at a Council meetings 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 registrant or a member of the public wants to attend an open meeting, that person must, at least ten working days before the scheduled meeting, advise the Registrar of their intention to attend the meeting.

### **Submission to an open meeting**

- 10) If a registrant or a member of the public wants to file a submission to Council without speaking to Council on that submission during an open meeting, that person must ensure that their submission is received by the Registrar at least ten working days before the scheduled meeting so that it can be included in the package of materials that is distributed to Council in advance of its meetings.
- 11) A submission to the Council must include:
  - a) the name of the individual (or organization and spokesperson) filing the submission;
  - b) contact information for that individual or spokesperson;
  - c) a reasonable summary of the topic(s) or issue(s) of concern;
  - d) the nature of the decision(s) or action being requested.
- 12) While the Council may consider any topic, issue or requested decision that is set out in a submission, it is not obligated to
  - a) respond to a submission during the open meeting, or
  - b) give the person filing the submission an opportunity to also speak to the Council during a meeting.

### **Presentation at an open meeting**

- 13) For the same reasons set out in policy #9, if a registrant or a member of the public who wants to make a presentation at an open meeting or otherwise speak to the Council during a meeting, that person must at least ten working days before the scheduled meeting, seek prior approval of the Chair in the form of a written request that contains the same information as set out in policy #11.
- 14) The Chair may vary or waive the requirement of policy #13 and grant someone an opportunity to make a presentation to the Council at an open meeting without advanced notice if, in the Chair's opinion, such a decision can be reasonably accommodated within the time constraints of the Council's agenda for that meeting.

- 15) Written requests to make a presentation to the Council during an open meeting will be considered generally in the order they are received.
- 16) An individual or organization that has made presentations to the Council on similar or related subjects in the past year will be given lower priority than an individual or organization that has not yet had the opportunity to present to the Council.
- 17) Because it may not be possible for the Council to hear all presentations due to time constraints, a presentation to Council must be limited to a maximum of ten (10) minutes, unless a longer time is authorized by the Chair.
- 18) Council members will listen to the presentation but are not required to respond to it or make an immediate decision.
- 19) Council members or College staff may ask the presenter questions during or after the presentation.
- 20) The Chair or presiding officer has the authority to terminate the presentation of any individual or organization if they are not addressing the Council in a respectful manner or observing reasonable decorum.
- 21) Notwithstanding any other policy, the Chair may decline a request for Council to hear any presentation and need not give reasons for that decision.

### **Conduct during an open meeting**

- 22) Any person attending or participating at an open meeting must act with respect and reasonable decorum, and accept the rulings of the Chair.
- 23) No person may use a recording device, video camera or camera to record a Council meeting or any part of a meeting, unless such recording is expressly approved by the Chair.

### **Adjourning a Council meeting before completing the agenda**

- 24) The Chair or presiding officer may adjourn an open 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.

### **Posting of open meeting minutes**

- 25) The Registrar should ensure that minutes of an open meeting are
  - a) taken at each meeting,
  - b) retained on file, and,
  - c) unless Part Two applies, posted at the College website.
- 26) The Registrar may edit minutes of an open Council meeting to be posted on the College website to remove information about any matter referred to in policy #27, provided that the reasons for removing that information are noted in the edited minutes.

## **PART TWO: CLOSED MEETINGS**

### **When a meeting may be closed**

- 27) The Council may close an open meeting or any part of meeting, or call a separate closed meeting, and exclude any person from a closed meeting or part, if it is satisfied that, during that meeting or part, one or more of the following matters may be discussed:
  - a) financial or personal or other matters of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest 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 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*;
- h) instructions that will be given to or opinions received from legal counsel for the College, the Council or a committee;
- i) any other matter that is subject to solicitor-client privilege;
- j) information that the College is otherwise required or authorized by law to keep confidential.

### **Calling a closed meeting**

- 28) The Chair may call a closed meeting of Council.
- 29) If a closed meeting is called under policy #28, the Chair or delegate shall ensure that reasonable notice of the closed meeting is provided to the other members of Council.
- 30) A notice of a closed meeting should include the following
  - a) the date, time and location of the closed meeting, and
  - b) a general indication of the issue(s) to be considered at the meeting.
- 31) At least five working days before a closed meeting and if practical, the notice of the Council meeting
  - a) should be sent to each Council member by email, letter or fax, but
  - b) must not be posted at the College website.
- 32) The accidental omission or failure to deliver notice of closed meeting to, or the non-receipt of such notice by any member of Council, does not invalidate proceedings at a closed meeting.

### **Closing an open meeting**

- 33) To move into or out of a closed part of a meeting during an open meeting, the Council must pass a resolution to that effect, and – if approved – policies #28 to #32 do not apply to that closed meeting or part.
- 34) A closed part of a meeting may be held at the end of a Council meeting or at any time during the course of a meeting.

### **Confidentiality**

- 35) All matters brought before Council during a closed meeting remain confidential, unless the Council approves a resolution to discuss or decide the matter in an open meeting.
- 36) If the Council approves a resolution with respect to any matter that is discussed or decided during a closed meeting, that resolution may - if Council so agrees - be reported in the minutes of the next open meeting, otherwise the matter will be reported in the minutes of that closed meeting.

### **Exclusion from a closed meeting**

- 37) If the Council excludes any person from all or a part of a closed meeting, its reasons for doing so must be so noted in the minutes of an open meeting.
- 38) If a person refuses to leave a meeting that has been closed by the Council, the Chair may adjourn the meeting and reschedule that meeting at a date, time and location to be disclosed to only members of Council and invited guests.

### **Agendas/minutes of a closed meeting**

- 39) When practical, a separate agenda shall be prepared for a closed meeting indicating the items to be considered during that meeting.
- 40) The agenda and any supporting materials for a closed meeting
  - a) shall be clearly marked CONFIDENTIAL,

- b) must be handled and secured in a manner that respects the nature of the material, and
  - c) must not be posted at the College's website.
- 41) Voting during a closed meeting shall take place according to the regular voting procedures governing open Council meetings.
- 42) Minutes of closed meeting
- a) shall be recorded and marked CONFIDENTIAL,
  - b) must be secured in a manner that respects the nature of the material, and
  - c) must not be posted at the College's website.
- 43) Council shall approve the minutes of a closed meeting at the next or subsequent closed meeting.