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TITLE: OPEN BOARD MEETING POLICY	ORIGINAL:
APPROVAL: BOARD OF DIRECTORS 	AMENDED: February 7, 2017

C.4.1 Purpose

The public, media and staff are welcome to observe the open portion of the Board’s meeting to:

- Facilitate the conduct of the Board’s business in an open and transparent manner;
- Ensure the Agency maintains a close relationship with the public, the media, and stakeholder groups; and
- Generate trust, openness, and accountability.

C.4.2 Scope

This policy applies to members of the public, media or staff wishing to attend a Board meeting.

C.4.3 Procedure

Members of the public, media, and staff are invited to attend the meetings of the Board in accordance with the following policy:

1. Attendance

To ensure adequate space is available, members of the public, media, or staff wishing to attend a Board meeting, must submit a written request to the Administrative Associate by the 1st of the month, in which they intend to attend the relevant Board meeting. The Board may limit the number of attendees if space is limited.

2. Conduct During the Meeting

Member of the public, media, or staff may be asked to identify themselves. Recording devices, videotaping and photography are prohibited.

The Chair may require anyone who displays disruptive conduct to leave.

3. Agendas and Board Material

Agendas for the open portion of the meeting, will be distributed at the meeting, and may be obtained from the Administrative Associate prior to the meeting. Supporting materials will be distributed only to the Board, with exceptions considered by the Board Chair.

4. Requests for Interviews

Members of the public, media, or staff may not address the Board, or ask questions of the Board, without permission of the Chair. Individuals, who wish to raise questions with the Board, must contact the Administrative Associate in advance of the meeting.

Amendment

This policy may be amended by the Board.