



<b>MICs GROUP OF HEALTH SERVICES...</b> <b>MICs Board of Directors</b> 	<b>TOPIC:</b> Board Openness	<b>NUMBER:</b> GOV-005
	<b>CATEGORY:</b> Board of Directors	<b>DATE:</b> November 12, 2015
	<b>DEPARTMENT:</b> Governance	<b>REVISED DATE:</b> January 19, 2016 January 28, 2016 February 10, 2016 January 31, 2018 February 28, 2018 March 4, 2022 April 3, 2024
	<b>AUTHORITY:</b> MICs Board Chairs	
	<b>APPROVED SIGNATURES:</b> 	
	<b>LAST DATE REVIEWED:</b>	

## BOARD OPENNESS

### POLICY

The Board will ensure there are processes for:

- informing stakeholders of its meetings
- providing information on how to attend an open meeting
- addressing or presenting to the Board
- providing information to attendees regarding in camera meetings
- providing information to attendees regarding meetings without management

### PURPOSE

#### OPEN BOARD MEETINGS

The public and staff are welcome to observe the open portion of the Board's meetings to:

- facilitate the conduct of the Board's business in an open and transparent manner
- ensure the corporation maintains a close relationship with the public, the media and stakeholder groups and
- generate trust, openness and accountability

#### Membership / Participation

- The voting Directors and Ex-Officio Directors of the Corporation are regular attendees to open meetings of the Board.
- Public and staff are welcome to observe open Board meetings either in person or virtually. Written notice via email must be provided to the CEO two weeks in advance to ensure adequate space and preparation.
- Once arrangements have been made to attend the board meeting, the Board Openness policy will be emailed to you to ensure compliance.

## **Procedure**

- A schedule of the Board's regular meetings (date, time and location) are posted on the organization's website ([www.micsgroup.com](http://www.micsgroup.com)).
- It is the responsibility of each Committee Chair (or delegate) to notify the office of the Executive Assistant if any items, which arise out of their minutes, will require in camera discussion.

## **Conduct during Board Meetings**

- Individuals attending regularly scheduled Board meetings will be asked to arrive in advance of the meeting start time.
- Scheduled attendees and guests will have observer status, meaning that they may not provide comments or questions during the meeting, unless requested by the Chair(s).
- Recording devices, videotaping and/or photography are prohibited. The recording secretary may use recordings for the purpose of minutes. All cell phones and email devices must be turned off. Anyone who is not in compliance will be prohibited from attending future meetings.
- Anyone who is disruptive to the proceedings will be asked to leave and may be prohibited from attending future meetings.
- During an open meeting, any voting Director or Ex-Officio Director may request that a matter be discussed in-camera. In such cases, a vote will be taken and the discussion will be held in keeping with the majority decision.

## **Board Materials**

- Supporting materials will be provided only to voting Directors and Ex-Officio Directors of the Corporation.
- Minutes of Board meetings will be posted on the organization's website only after they have been approved by the Board.

## **Confidentiality**

All matters that are subject to open meetings of the Board are not confidential.

## **Questions Arising from Board Meetings**

In the event that the attending public or media have questions arising from the Board meeting, the Board Chairs and / or Chief Executive Officer will be available upon request to address queries after the meeting.

## **Delegations/Representation to the Board**

Individuals or groups who wish to make a presentation to the Board must make this request in writing to the office of the Chief Executive Officer at least **two weeks prior to the date**

**of the Board meeting**, stating the purpose of the request, the group they are representing, and their contact information. The request must also include the presentation materials. The Board Chairs, in consultation with hospital administration, will determine the appropriate response to requests to present or provide information to the Board, including and not limited to:

- a written response to the request
- delegating the response to a Committee of the Board
- a special meeting, task force or annual opportunity to hear presentations
- scheduling time at a future Board meeting

### **GUIDELINES FOR REPRESENTATION**

Individuals or groups wishing to make a representation to the Board or to a Board Committee shall receive a copy of this policy including the following guidelines:

- Presentations must be limited to 30 minutes, including questions
- Delegations shall not exceed three (3) persons, and
- The Board or Committee will not normally discuss the subject matter of the presentation at the meeting at which it is presented or until after the delegation has retired from the meeting.

### **IN CAMERA MEETINGS**

The Board may hold in-camera meetings that are not open to the public, except if members of the public, at the invitation of the Board, are asked to address the topic of discussion.