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## Open Board Meeting Guidelines

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The Canadian Blood Services Board of Directors holds at least two open board meetings per year.

In order to ensure public participation in the meeting as well as to ensure the Board completes its business in an effective manner, the following guidelines for Open Meetings have been adopted:

- The Board will conduct its business in the same manner as it would conduct its business at a meeting not otherwise open to the public.
- The Board meeting is conducted in English. Where a significant proportion of attendees may be French-speaking, simultaneous interpretation will be available.
- Generally, materials provided to the Board will not be made available to the public at the meeting. In the event that copies of material are requested and CBS is able to provide copies, they will be mailed to those who leave their name and address. When possible, some copies may be provided on site.
- Copies of the annual report “A Report to Canadians” will be available in both languages.
- The agenda for the open meeting will be made available on the CBS web site two weeks prior to the meeting.
- CBS will make reasonable efforts to have the open meetings at various locations across Canada.
- The date and time of the meeting will be advertised in the local newspaper of the location selected for the meeting, two weeks before the date of the meeting.
- A media advisory will be sent to local media two weeks in advance of the meeting and posted on the CBS web site.
- Notice of the open board meeting will be sent to members of the National Liaison Committee and the Community Liaison Committee (where applicable) and to other stakeholders.
- All those requesting to present to the Board are asked to limit their presentation to five minutes and pre-register using the registration form on the CBS web site.
- The Chair of the Board of Directors is the chair of the entire meeting and rulings/directives from the Chair will be adhered to by all participants.
- The agenda for the meeting will include time for the public to ask questions of the Board.