



Policy:	LHSC OPEN BOARD MEETING POLICY	
Owner of Policy:	Board of Directors	
Executive Sponsor:	n/a	
Approval By:	Board of Directors	Date: June 26, 2024

Original Effective Date: TBD	Reviewed Date(s): May 08, 2024	Revised Date(s): N/A
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PURPOSE

The London Health Sciences Centre’s (“LHSC” or “the hospital”) Board of Directors (“the Board”) is committed to the principle of accountability to the public which is served by the hospital. The Board will uphold a policy of openness and transparency, balanced with its roles in representing the interest of LHSC and those served by it.

Definitions

For the purpose of this policy, “open meetings of the Board” and all other references to meetings of the Board refer to a meeting of the Board of Directors that is open to the public. All closed or *in-camera* Board meetings are not subject to this policy. The term “public” refers to all individuals who are not (a) directors of LHSC, or (b) an invited guest of the Board Chair or the President and CEO with the approval of the Board Chair, meaning that the “public” includes community members, partners, volunteers, vendors, suppliers, and media.

POLICY

The policy is to outline the process and procedures by which the public may notify the Board through the Board Liaison Office of a request to attend a regular open meeting of the Board. This policy ensures that the Board Chair and Board Liaison Office have the opportunity to notify all Board members of those who wish to attend a meeting or address the Board through delegation; and ensures that members of the public are appropriately acknowledged on the Board agenda and are aware of the process.

A schedule of the Board’s regular open meetings (date, time, and location) is posted on the hospital’s website by the Board Liaison Office at the beginning of each board year. A copy of the agenda will be posted on the website, and any changes to the meeting schedule will be updated at least forty-eight (48) hours prior to the affected meeting. Supporting board materials are

distributed to Board members only. Minutes of each Open Board meeting will be posted on the hospital's website following the approval of the minutes by the Board.

PROCEDURE

1.0 Providing Notice of Attendance at Regular Open Board Meeting

To ensure adequate space and preparation, individuals wishing to attend an open meeting of the Board should notify the Board Liaison Office at least forty-eight (48) hours prior to the scheduled meeting. The notice may be provided in writing, via email or by phone. All attendees should identify themselves and their affiliations, if any.

The Board Liaison Office will confirm the list of attendees with the Chair of the Board and the President and CEO.

It may be the case that individuals will not be permitted to attend the meeting if they have not provided notice of their desire to attend an open meeting of the Board in accordance with this policy.

2.0 Attendance and Guest Conduct During Board Meetings

The public may attend meetings as per the above procedure.

Due to limited space, unless otherwise communicated to an individual by the Board Liaison Office in advance, all individuals who wish to observe an open meeting of the board, may do so electronically or by phone.

- The online meeting link and/or teleconference information will be provided to attendees by the Board Liaison Office.
- The use of recording devices, videotaping and photography by the public during the meeting is prohibited.
- Attendees will have observer status, meaning that they may not provide comments or questions during the meeting.

Anyone who is disruptive to the proceedings will be required to leave and may be prohibited from attending future meetings.

3.0 Questions Arising from Board Meetings that are Open to the Public

In the event that the attending public or media have questions arising from the board meeting, the Board Chair and the President and CEO or their delegate will be available upon adjournment to address queries.

4.0 Presenting or Bringing a Matter 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 to the Board Chair via the Board Liaison Office, stating the purpose of their request, the group they are representing, their contact information, and include any written material the person will want to distribute to the

Board. The written request should be provided at least (14 days) prior to the regular open meeting of the Board.

The Board Chair, in consultation with the President and CEO, will consider requests in order of receipt and determine the appropriate response to requests to present or provide information to the Board, including but not limited to:

- A written response to the request;
- Delegating response to a committee of the Board;
- A special meeting, task force or annual opportunity to hear presentations; and,
- Scheduling time at a future Board meeting. In this case, presentations are usually heard at the beginning of a meeting and the arrangements for presentations will be facilitated by the Board Liaison Office.

Should the Chair turn down a request, the Chair will share with Board members her/his rationale for the decision.

5.0 Specific Media Requests

For media attendance, the Chair of the Board and the CEO, or their designate, will be the official spokespersons on behalf of the Board.

LHSC Communications and Public Engagement will respond to journalists' inquiries and requests or will direct them to the Chair of the Board, the CEO or their designate, as applicable. Contact media@lhsc.on.ca with inquiries and requests.