

MUHC BOARD/PUBLIC INFORMATION MEETINGS (PUBLIC MEETINGS)

PROCESS AND PROCEDURES *

* These procedures are based on the MUHC By-Laws.

QUESTIONS FROM THE PUBLIC

Every person present at a Public Meeting may ask a question with the permission of the Chairperson in accordance with the conditions and procedure outlined below.

DURATION

Public Meetings include one Question Period, at the end of the meeting, during which any member of the public in attendance may orally ask the Chairperson questions.

Question Period lasts a maximum of 30 minutes. This period may end before the expected expiration time when there are no more questions asked.

MANDATORY PROCEDURE FOR SUBMITTING A QUESTION TO THE PUBLIC MEETING

Any member of the public in attendance who wishes to ask a question must inscribe in the register provided for the purpose:

- (a) their full name (as well as the name of the organization they were represent, if such is the case); AND
- (b) the nature of each of question;

no later than thirty (30) minutes prior to the scheduled meeting time.

PROCEDURE

1. The Chairperson will grant the right to speak to persons in the order of the inscription in the register.
2. Each member of the public in attendance who has registered their question is entitled to one question at a time and to a maximum of three (3) questions per meeting.
3. The entire intervention consisting of the question and the response is limited to ten (10) minutes.

4. The question must be limited to the management of the affairs of the institution as opposed to those of a private nature.
5. The question must avoid derogatory, insulting or slanderous language.
6. The Chairperson may permit the extension of the intervention or the formulation of two (2) follow-up questions to the principal question insofar as the follow-up questions do not serve to engage or continue an exchange or debate.
7. Each person will proceed with their first question when called upon to do so. When all persons have been heard, those having requested it shall be permitted their second question and so on, time permitting.
8. Certain questions may be judged inadmissible. In such cases, the Chairperson will provide the reasons for his decision, which is final and without appeal.

The follow questions are inadmissible:

- a) One which concerns a pending matter before the courts, an administrative tribunal, a matter before a decisional authority or under investigation;
 - b) One which is hypothetical, contains an opinion, a deduction, an allusion, a suggestion or one with questionable motives;
 - c) One which is judged frivolous, vexatious or made in bad faith;
 - d) One in which the response stems from a professional opinion.
9. The Chairperson may respond to the question or may designate another person to do so.
 10. The Chairperson may answer the question immediately, respond at a subsequent meeting or at any other time determined by him.
 11. The Chairperson or the person designated to respond to the question, may refuse to respond in the following instances:
 - a) If he judges that it is against the public interest to provide the information requested;
 - b) If the information requested is personal information;
 - c) If considerable time and effort is required to respond to the question and outweighs the usefulness of a response;
 - d) If the question refers to the work of the Board of Directors or a committee of the board or an investigatory commission where a report has not been deposited with the Board;

- e) If the question was already asked or is a matter already included in the meeting Agenda;
12. Neither the Chairperson nor the person responding to the question can be required to deposit any document in response to a question, nor to accept the deposit of any document.
 13. The Chairperson may end the question period prematurely if the circumstances warrant it, notably the impossibility to maintain order and decorum.

ENSURING EFFECTIVE ENGAGEMENT: RIGHTS AND RESPONSIBILITIES

1. Public Meetings are chaired by the Chairperson of the Board of Directors or, failing which, by a member of the Board designated by him.
2. During the course of the meeting, the members of the public shall be silent.
3. Any member of the public in attendance during a public meeting must show respect for all persons in attendance and must refrain from any conduct which is likely to negatively impact the proceedings.
4. The Chairperson may impose a sanction on any person who seriously contravenes the rules, especially those relating to the preservation of order. The person may be asked to return to his seat or to leave the premises. If a person ordered to leave the premises refuses to do so, reasonable measures may be undertaken to have him removed.