

Institution Participation at Board Meetings POLICY - June 2021

Participation of Institutions or External Stakeholders during Board meetings:

Board meetings are held in-camera.

The Board Chair may invite appropriate persons to attend at pre-arranged times to provide information and respond to questions.

1. Institution's proposal is before the Board for Review

In some cases, the Board may request to speak to an institution if they require additional information, clarification or comment prior to making a recommendation.

Representatives will only be called into the meeting if the Board needs to obtain clarification or discuss an aspect of the proposal with them.

- **Procedure:** Institutions are asked by the Secretariat to be on stand-by and are provided with an estimated time that the Board may connect with the institution via telephone or videoconference. If desired by the institution, the representatives may make themselves available in person rather than by telephone
- **Representatives:** One or two representatives of the institution, including the senior academic officer most familiar with the application, should be available by telephone or videoconference during the meeting.
- **Limitations:** Discussions will normally be limited to 20 minutes and focus on allowing the institution to respond to specific Board questions and outstanding issues. The time is not to be used for a general program overview or a marketing presentation.

2. Other Requests to Attend Board meetings

The Board shall have the exclusive right to accept or not accept a request and to invite individuals with expertise to join a meeting.

- **Procedure:** Institutions or stakeholders provide a request to the Secretariat a minimum of three weeks prior to a scheduled Board meeting. The request must be in writing outlining the specific topics that they wish to discuss. The Board Chair will determine whether the institution request to attend will be accepted.
- **Representatives:** External representatives, will normally be limited to 3 people or less.

- **Presentations:** Specific and focussed discussion topics are to be provided to Secretariat prior to approval to attend. Presentations to be made either in person or via teleconference or videoconference.
- **Limitations:** Institution participants will not be invited to a meeting where the Board is assessing, or will be assessing in the near future, a proposal from that institution or any other conflict with items on the agenda. Discussions will normally be limited to 20 minutes.
- The Board reserves the right to cancel invitations at any time due to time constraints or agenda conflict.