

## MEETING GUIDELINES

# Accreditation Programs Committee

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These guidelines are also informed by agreements that extend beyond the College, notably the Declaration of Commitment to Cultural Safety and Humility, signed by all provincial health regulators in March 2017 that sets out a vital pledge to increase the level of cultural safety, humility, health literacy and relationship-based care to improve health outcomes for First Nations people. The College is committed to creating space that is safe, inclusive, and not intimidating to any individual.

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## Getting started

Upon appointment to the committee, each member will receive an appointment letter from the registrar, which will include:

- College email and temporary password instructions
- Board governance policies for review and signature to be returned to the registrar's office:

Conflict of Interest Policy Co(n)3 (8 -0.00174 0 Td)1.8 14 w8U(o)1w (r)Tj-o86G 1.033 54 -1.793



## Email

Email meetings are convened for one specific purpose only: either when information needs to be disseminated quickly, or an urgent decision is required that cannot wait until the next scheduled committee meeting.

## The meeting: before, during and after

### Before the meeting

#### Meeting package

Two weeks prior to the scheduled meeting, the committee members will be emailed a notification that the committee meeting package is available on MS Teams. The package includes an agenda, briefing notes, supporting material and prior meeting minutes.

Upon notification, members should:

- confirm access to the meeting package,
- review the agenda and notify the chair and deputy registrar if a conflict of interest is identified such as
  - any interest, involvement with or connection to any issue discussed at the committee level, or
  - a personal or family connection which may create a conflict or a perception of conflict,
- read the material carefully,
- notify staff if they are unable to attend the meeting (if this has not already been done), and
- notify staff if they will be attending in-person or remotely (if this has not already been done).

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- test equipment ahead of time
- make sure internet access is available and working
- have a contingency in place in the event one mode of technology does not work
- if on camera, dress appropriately, avoiding stripes or bold patterns which can be visually distracting
- if on camera, try to have a natural light source in front of the screen and turn off any light sources behind them
- minimize background noise
- try to call from a landline if possible (cell phones are prone to static interference)
- have the dial-in number, codes or login details ready
- keep audio on mute unless speaking
- join the meeting at least 10 minutes early to resolve technical glitches
- not place the call on hold, in case the call plays news or music as part of its hold system

### **During the meeting**

Section 3 of the College's [Code of Conduct Policy](#) sets out the requirements for board members' conduct during meetings. The same code applies to Accreditation Programs Committee members, specifically:

- accountability, integrity and respect
- active participation
- diversity and inclusion
- cultural safety and humility

In addition to the tenets of the code, participants connected to the meeting remotely are advised to:

- give full attention to the meeting as they would if in the same room
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Once a decision has been reached, the chair will call for a motion for resolution. Following any further discussion, the chair will ask the committee to indicate, usually by a show of hands, or verbal acknowledgment for participants attending remotely, acceptance of the resolution. For the sake of clarity, the chair will then restate the decision that has been approved, so it can be captured correctly for the minutes.

All motions must begin with the words "I move that..." and all resolutions recorded as "Resolved that..." and the language of the body of both motion and resolution must track exactly.

### Recording decisions

Once finalized, resolutions should be explicit, not only so there is no room for misinterpretation or misunderstanding, but also so that anyone reviewing the resolution in the future can understand its meaning and intent.

Individual votes are not recorded unless the committee has agreed to record the vote, or unless an individual committee member requests that their vote be noted.

The minutes are the official record of the meeting. They follow a standard template, as with agendas, the minutes record the time, date, location and type of meeting, the names of participants who attended the meeting or forwarded their regrets, the names of staff and guests in attendance, and a formal acknowledgment of the territory on which the meeting is taking place. The minutes state the nature of the matter before the committee, the reason the committee was asked to consider it, a note of the questions asked, and what action was taken

by the committee if any. The draft minutes are added to the next meeting agenda for review and approval by the committee. The minutes are signed by the chair once approved by the committee. A log of all resolutions is kept by staff and



