

MEETING GUIDELINES

Blood Borne Communicable Diseases Committee

Table of contents

Introduction	2.....
Getting started	2.....
Types of meetings	3.....
In-person	3.....
Teleconference/videoconference/hybrid meetings	3..
Email	4.....
The meeting: before, during and after	4.....
Before the meeting	4.....
Agenda	4.....
Meeting package	4.....
Logistics for remote participants	4.....
During the meeting	5.....
After the meeting	5.....
Decision-.....	7
Process	7.....
Important considerations for committee members	7..
Resolutions.....	7.....
Recording decisions	8.....
Air	9.....
During the meeting	9.....
After the meeting	10..

- Committee Use of Electronic Communication Policy
- Finance and CRA tax forms for review and completion to be returned to finance department :
 - Board and Committee Personal Information Form
 - Federal Personal Tax Credits Return Form
 - British Columbia Personal Tax Credits Return Form
 - Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election Form
- Board governance policies for review:
 - Media Relations Policy
 - Social Media Policy
- Other documents for review:
 - College Webmail User Guide
 - Board and Committee Honoraria Policy and Rate Limits
 - Travel and Business Expense Policy
 - *What is a Record?*
 - Expense Management System User Guide for Board and Committees

Types of meetings

BBCDC meetings are “in camera” pursuant to section 1-20(8) of the Bylaws and all activities all correspondence and documentation concerning an affected registrant’s illness, will be maintained in confidence except as provided for in sections 1-20(9), 1-20(10) and 1-20(11) (see below) . This type of meeting is open to staff involved in discussion items but closed to registrants and the public. Minutes are recorded for these meetings but are not published on the College’s website.

How and where a meeting takes place are important considerations for staff. Technology provides greater flexibility than ever, so multiple channels can be made available to participants wherever possible to help manage time, availability, cost and quorum.

In-person

In-person meetings are the most usual type of meeting for BBCDC members . This is the best type of meeting to hold when it is important to reduce distractions and fully engage participants; being face -to-face with colleagues helps build shared understanding, co -operation and empathy. BBCDC will conduct one virtual and one in -person meeting per year.

Teleconference/ video conference /hybrid meetings

The option to attend a meeting remotely, either by teleconference or video conference, is available to anyone unable to participate in person . This might mean that a meeting becomes a hybrid meeting where some members are attending in person and some are attending virtually. Members will be encouraged to meet in person if it is a designated “in person”

meeting. Remote meetings tend to work best for straightforward discussions, where no group work is taking place or controversial decisions are being made .

Email

Email meetings are convened for one specific purpose only : either when information needs

to the chair and registrar and CEO. Survey results will also be shared with the Governance Committee as well as the committee itself at its next meeting.

If there have been any problems with the meeting, participants should provide feedback to staff as soon as possible.

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 is a resource to the committee, if required.

Pursuant to 1-20 (2) the committee reports to the quality assurance committee. The committee will meet in camera and the committee’s activities, including all correspondence and documentation concerning an affected registrant’s illness, will be maintained in confidence except as provided for in sections 1-20(9), 1-20(10) and 1-20(11). These state:

- (9) Following a review of an affected registrant, the committee must notify the registrar in writing stating which recommendations have been provided with respect to the affected registrant’s practice and whether the affected registrant has undertaken to comply with these recommendations.
- (10) The registrar may notify the medical director of any health authority of the specific recommendations provided for in section 1-20(9).
- (11) If the committee has reasonable grounds to believe that an affected registrant has
 - (a) failed to co-operate with or to provide information to the committee, (b) failed or refused to comply with the committee’s recommendations, or (c) breached the committee’s recommendations, the committee must, if it considers the action necessary to protect the public, notify the registrar in writing who must treat the matter as if it were a complaint under section 32 of the Act.

The chair

As meeting facilitator, the chair is responsible for setting the tone of the meeting and ensuring good governance practices are adhered to. It is an active role to keep committee members engaged while building a safe, cohesive, and collaborative forum in which discussions can take place and clear decisions can be made. The chair opens the meeting with a First Nations Land acknowledgement.

During the meeting

- For remote participants, check they are available to start the meeting and have the relevant material.
- Verify that remote participants can see and hear properly and review the general guidelines with them (e.g. muting the line and 6.1 (p).9 (g)5.6 (c)r4 (n)8. 4 (t)16p (g(t)5.8 t0T)have tea Tw

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