



## Public Presentations at Council Meetings

### 1. Background

The College provides an opportunity for individuals or groups to address Council on matters within Council's mandate.

### 2. Program Elements

~~1. Public presentations will be a standard Council meeting agenda item.~~

1. Requests to make presentations must be received by the Registrar a minimum of 15 days in advance of the Council meeting in question. A request form is available on the College's website. **Requests are subject to Chair and Registrar approval and are scheduled in consideration of Council's annual work plan and business requirements.**
2. Presentation topics must be relevant to the objects of the organization and in the public interest. ~~The Registrar, may refuse any request for a presentation based on the following criteria:~~ **A request to present may be refused for any of the following reasons:**
  - a) lack of relevance
  - b) conflict of interest
  - c) matter before a panel/hearing
  - d) abuse of process
  - e) multiple requests from different organizations on the same topic
  - f) topic adequately covered by recent or upcoming Council training.**
3. Presentations will occur in open meetings and be recorded in accordance with standard meeting procedures.
4. Simultaneous translation will be provided for presentations made in French.
5. Presentations will be received during a regularly scheduled timed item on the Council agenda. This item will be scheduled at the start of the meeting following introductory comments, approval of the agenda and conflict of interest declarations.
6. There will be no more than two public presentations per Council meeting. Each presentation may be up to 10 minutes in length, irrespective of the number of

speakers, with 10 additional minutes permitted for questions of clarification from Council members and responses from the presenter.

7. No audio/visual equipment or technical assistance will be provided to the presenters aside from access to the meeting if it is held virtually.
8. Providing accompanying information, to a maximum of five double-sided, letter-size pages, ahead of the Council meeting is not mandatory. However, Council members find it helpful to receive information in advance of the meeting so that they have sufficient time to review and arrive fully prepared for the presentation. **Supporting materials, if any, must be received by the Registrar at least 10 days before the meeting and will be provided to Council. Materials received after that time will not be provided to Council.**

**Supporting materials may be shared with Council members in one of two ways:**

- a) ~~Any materials received 10 days or more in advance of the meeting will be distributed by the College to Council members as part of the full Council meeting package.~~
- b) ~~Materials not available 10 days in advance of the meeting may be submitted up to two business days prior to the meeting date for review by the Registrar. If approved, the materials may be distributed by the presenter at the Council meeting.~~

**Any material not received by electronic means at least two business days before the meeting will not be approved for distribution.**

9. Presentations may be given by an individual or group of individuals.
10. Individuals involved in the presentation must be identified in the request to the Registrar.
11. Expenses incurred by individuals involved in the presentations will not be borne by the College.
12. No debate shall occur during the presentation to Council or the question-and-answer session that follows. **As noted above, only questions of clarification are permitted.**
13. Council members will be advised of the presentation schedule in advance of the meeting via the meeting agenda. The public agenda posted on the College's website will note the schedule for presentations.

14. Content from a presentation may be discussed by Council members at the relevant business item on the agenda. ~~for example, if selection related, during the Selection and Nominating Subcommittee report or if related to an Additional Qualification course, during the Standards of Practice and Education Committee Report. If no relevant business item exists, the presentation content may be added to a future meeting agenda for discussion.~~

Following discussion of the presentation information, Council members may decide to do one or more of the following:

- **receive and acknowledge the presentation**
- refer the presentation content to a **subcommittee** or committee for review and report back to Council
- request that the Registrar gather additional information and report back to Council
- add to a future Council, **subcommittee** or committee agenda as a follow-up item.