

FANSHAWE COLLEGE BOARD OF GOVERNORS' POLICY MANUAL

CATEGORY B - BOARD PROCESS

TITLE: ACCESS TO BOARD MEETINGS

POLICY NUMBER: [B-40.05](#)
EFFECTIVE DATE: 2018 01 25
REFERENCE: 40106, 43810, 49205, 56001

BACKGROUND INFORMATION:

The Board has defined the *Ownership* of the College as part of Board Policy B-05 (Terms of Reference of the Board of Governors) and has established its commitment to link with this Ownership. To support this linkage, this policy has been developed regarding the openness of Fanshawe College Board of Governors' meetings.

THE POLICY:

1. The Board of Governors' meetings are open for the purposes of observing the Board's process. Dates and times of Board meetings can be obtained by contacting the Board Office, or on the College's website. Anyone interested in attending a meeting of the Board of Governors should contact the Board Office at least 24 hours prior to the meeting to ensure there is sufficient space available.
2. Copies of the agendas, without supporting materials, will be made available to members of the public on the College's website.
3. **Members of the public are not permitted to speak at the meetings unless invited to do so by the Board Chair.**
4. If members of the public wish to bring an issue to the attention of the Board of Governors, the following process should be followed:
 - 4.1 A written submission outlining the purpose of accessing the Board should be provided to the Board Chair-, which will be logged in accordance with Board Policy B-42 (Board/ Governor Development).
 - 4.2 The Board Chair will present the written submission to the Board Process Committee and the Board Process Committee shall determine whether the issue is relevant to the responsibilities of the Board of Governors because it involves Policy Development, Monitoring (Accountability), and or Linking with the *Ownership* as described in its Board Policy B-05 (Terms of Reference of the Board of Governors). The Board Process Committee may use the entire Board to assist in this process.

- 4.2.1 If the issue is relevant to the responsibilities of the Board, the Board Process Committee shall determine the appropriate mechanism to consider the issue (i.e., Board of Governors meeting, reference to a task force or committee, reference to President or other, or reference to the whistleblower process outlined in Board Policy D-30 - Communication and Support to the Board).
 - 4.2.2 If the issue is not relevant to the responsibilities of the Board, the Board Process Committee shall forward the issue to the President for any further consideration. If the issue is related to compliance with Board Policy, then the President shall address the issue in a subsequent relevant monitoring report.
 - 4.2.3 Anonymous communications to the Board will only be acted upon if the evidence collected during the preliminary review by the Board Process Committee indicates the communication is relevant to the responsibilities of the Board of Governors, it can be properly investigated/considered by an appropriate mechanism (as noted in 4.2.1), and it is in the public interest.**
- 4.3 Regardless of how the issue is addressed, the Board Process Committee shall share with the Board of Governors a summary of the written submission and how it was dealt with. The Board Chair shall acknowledge receipt of the issue and, if the member of the public who raised the issue is identified, respond to him or her indicating the Chair's approach towards addressing the issue.
5. Attendance at Board meetings during in-camera sessions shall be restricted to members of the Board of Governors, and if approved by the Board Chair, the Recording Secretary of the Board, the College Vice Presidents, and others as required.