

The Board meets at least 4 times per year, usually on Saturdays from 9:00 am until 3:00 pm. The current Board schedule is printed on the back of this brochure. You are welcome to attend and observe at any Board meeting. If there is a particular issue you would like the Board to consider, you may also make a scheduled presentation to the Board. **In order to assist observers and ensure consistent, fair and reasonable access to these meetings, the Board has established the following protocol.**

OBSERVERS

- ◆ Observers are asked to advise the Registrar 10 days before a scheduled Board meeting if they wish to attend as observers, or if they would like to make a presentation to the Board.
- ◆ Advance notice is necessary in order to ensure that section 9(6) of the Bylaws is considered (see below), that adequate refreshments and seating are available and that suitable time is set aside on the agenda for any presentation.
- ◆ Because some matters are confidential and/or may impact on another's privacy, our Bylaws 9 (6) set out some exemptions regarding observers' attendance at a Board meeting. In the event that observers must be excluded from any part of or the entire meeting, the Registrar will make every effort to advise the observer as soon as possible, but will in any event do so at the beginning of the Board meeting.
- ◆ Board members will be pleased to speak informally with any person or group attending the meetings during the breaks and before or at the end of the Board meeting. However, observers are not permitted to participate in Board discussions or to put comments or questions to Board members in the course of their discussions and deliberations at a Board meeting. Observers may not vote at a Board meeting.
- ◆ In some instances, at the discretion and direction of the Board, the chair (or any other Board member) may ask questions of an observer or presenter on any given issue related to the Board's business.

- ◆ As the Board's Agenda is usually very busy, Board members may also elect to reserve any questions and/or comments they may have regarding a presentation and to provide them in written form to the presenter at a later date.

PRESENTERS

- ◆ Individuals are welcome to make a presentation on any issue related to College business and are required to provide an outline of their presentation, which must be adhered to. A maximum of ½ hour will be allowed per issue, to a maximum of 1 hour at any one Board meeting. The Board may limit presenters to two per Board meeting due to other Agenda demands. Presenters will be scheduled on a first come, first serve basis. In extraordinary circumstances, the Board may select presentations on the basis of the significance or the currency of the issues being presented.
- ◆ Board members may also decline to hear a presentation if they have recently heard several on the same issue and feel that the Board's time could be used more effectively. The College therefore suggests that registrants with common concerns form a delegation and appoint a spokesperson to represent the groups' concerns or interests. The Board may decline to hear a presentation if the issue was already presented by the same individual within the last 6 months.
- ◆ We are also pleased to provide access to a whiteboard, overhead, VCR or flipchart. Presenters should advise the Registrar 3 days before the Board meeting if they require any of these items.
- ◆ The College office will copy written materials (reasonable quantity) provided by presenters to the Board members in advance of the Board meeting if materials are delivered to the College office 10 days in advance of the Board meeting. The Registrar will not copy materials on the day of the Board meeting. Presenters are welcome however to bring their own materials and distribute them to the members at the meeting.

- ◆ Presenters' topics will be included in the advance Agenda provided to Board members and will be scheduled for 9:30 am on the day of the Board meeting.
- ◆ As access to the College office is restricted on weekends, presenters and observers should be at the College Office entrance at 9:00 am in order to ensure entry into the building. Both presenters and observers will be asked to sit in the area made available for them and to introduce themselves to the Board members at the outset of the Board meeting (first Agenda item).
- ◆ Final Board meeting Agendas are available for pick up 3 days before the Board meeting and will also be available to observers at the Board meeting.

Pursuant to section 9(6) of the Bylaws, the Board may exclude any person from all or any part of a meeting if it is satisfied that:

- a. financial, personal or other matters may be disclosed of such a nature that potential harm or prejudice to the interests of a person outweighs the benefits of public disclosure of such matters,
- b. a person involved in a criminal proceeding or civil suit or proceedings may be prejudiced,
- c. personnel matters or property acquisitions will be discussed,
- d. instructions will be given to, or opinions received from, legal counsel,
- e. the content of College examinations will be discussed,
- f. communications with the Office of the Ombudsman will be discussed,
- g. it would otherwise be appropriate in the circumstances to do so.

The chair of the Board may ask observers to leave the Board meeting if the Board considers the conduct of the observer to be disruptive.

**COLLEGE OF DENTAL TECHNICIANS OF BC
SAMPLE BOARD MEETING AGENDA**

MEETING

PLACE: Board Room, College Office
N208 - 5811 Cooney Road
Richmond, BC

DATE: See below

MEMBERS

CALLED: Angus Barrie, RDT, Chair
Bryan Bowie, RDT, Vice-Chair
Harvey Grigg, BScF
Anil Kumar, RDT
David Carney, RDT
Avi Tutelman, RDT
Fred Leak, Assistant,
Michael Curry, LLB, JD, MD, CCFP
Emaily Chan, CA

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1. Call to Order / Introduction of Observers
 2. Approval/Amendment of Agenda
 3. Approval of Previous Board Minutes
 4. Business Arising from the Minutes
 5. Committee Reports
 - ◆ Finance
 - ◆ Inquiry
 - ◆ Registration
 - ◆ Quality Assurance
 - ◆ Other Committees

LUNCH BREAK

6. Registrar's Report
7. New Business
8. Adjournment

2015-2016 BOARD MEETING SCHEDULE

June 13, 2015
September 12, 2015
November 28, 2015
March 13, 2016

Saturday meetings start at 9:00 am.
Meeting times/dates subject to change.

**COLLEGE OF
DENTAL TECHNICIANS
OF BRITISH COLUMBIA**

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***"IT IS THE DUTY OF
THIS COLLEGE AT ALL TIMES
TO SERVE AND PROTECT THE PUBLIC,
AND TO EXERCISE ITS POWERS
AND DISCHARGE ITS RESPONSIBILITIES
UNDER ALL ENACTMENTS
IN THE PUBLIC INTEREST."***



**COLLEGE OF
DENTAL TECHNICIANS
OF BRITISH COLUMBIA**

**OBSERVERS
AT BOARD
MEETINGS**

June 2015

