

## POLICY

# Observer Policy for Attendees of Open Board Meetings or Discipline Hearings

Reporters, members of the general public, and registrants are welcome to attend open board meetings or discipline hearings of the College of Physicians and Surgeons of British Columbia as observers.

For virtual hearings, an observer must contact the College to request access to the virtual meeting or hearing at least seven days prior to the meeting or hearing and provide:

- a) full legal name of each observer;
- b) email address that the access instructions to the hearing will be sent; and
- c) telephone number that they will be available at during the hearing.

One day prior to the virtual meeting or hearing, the instructions to access the video conferencing platform will be provided to the email addresses of each observer. The access details, including the link, must not be shared with anyone.

### **Open board meetings**

All open board attendances will be on a virtual platform, and attendees will be able to observe but not engage in any way. The cameras and microphones of observers will be automatically disabled.

Open board meetings are specifically intended to be viewed and not recorded. The College does not consent to the audio or video recording of any portion of the meeting, and publication or other use of any such recording is expressly prohibited.

There may be closed portions of the proceedings where observers will be required to leave.

### **Discipline hearings**

Discipline hearings may be held in person or on a virtual platform.

To ensure that the discipline hearing is conducted with decorum and with due regard to the rights and privacy of all participants, observers must read the following guidelines:

1. Observers are reminded that they are not participants in the hearing and must remain quiet throughout the proceedings. Any inappropriate conduct may result in the observer being asked to leave or expelled from the hearing.

2. The discipline panel may make such orders as it considers necessary to ensure the proper respect to the meeting process is adhered to by observers.
3. Orders may be made by the panel protecting the confidentiality and prohibiting disclosure, publication, or broadcasting of certain matters.
4. Cameras, recording devices, drawing or sketching are not permitted, and all mobile devices must be turned off before entering the room.

**There will be no comment by the College regarding any of the matters that have been considered and discussed by the board or panel.**

## Attestation

By signing below, I undertake to adhere to this observer policy and the provisions set out in section 38(3) of the *Health Professions Act*, RSBC 1996, c.183 and sections 1-24(9) and (10), and 4-6(5) to (11) of the Bylaws under the Act. The information asked for in this form is collected under authority of section 4-6(11) of the Bylaws under the *Health Professions Act*. The information will be used for security purposes. Should you have any questions about the collection, and use of this information, please contact the College at 604-733-7758.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_