



Council Meetings Open Forum

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1.0 POLICY STATEMENT

The College of Respiratory Therapists of Ontario (CRTO) is committed to transparent processes and communications with its stakeholders. It is the policy of the Council of the CRTO to provide an opportunity for observers attending Council meetings to participate in an Open Forum following each Council meeting.

2.0 PURPOSE

The Open Forums provide a platform for observers attending Council meetings to address Council directly. The purpose of this policy is to ensure that the observers have an understanding of the process and expectations when participating in the Open Forums.

3.0 APPLICABILITY & SCOPE OF POLICY

- In accordance with the *Regulated Health Professions Act, 1991* (RHPA), Council meetings are open to the public; however, there is no opportunity during the meeting for questions or comments from the observers attending the meetings. This policy applies to the Council meeting Open Forums scheduled after regular Council meetings.
- To facilitate information sharing, individuals wishing to address Council during the Open Forum are encouraged to submit questions at least two weeks prior to the Council meeting. In the absence of pre-submitted questions, Council may reserve answers during the Open Forum pending research of the issue.
- The Open Forum is not intended to be a debate or to address issues that should be dealt with in another manner, for example, by a panel or a committee.
- Minutes will not be kept for the Open Forum, nor will it be recorded.
- The Open Forum will end by 30 minutes after the scheduled end of the Council meeting or be limited to 30 minutes (whichever occurs first). The Chair, at their discretion, may extend or decrease the time for the Open Forum. Individuals unable to address Council due to a shortage of time will be invited to participate in the next Open Forum.



- In order to provide for a timely and orderly process during the Open Forum, one person at a time will be invited to address Council. Groups will be represented by one person only. Each individual will be allotted a maximum of 5 minutes.
- During the Open Forum, the Chair may also invite other individuals to speak.
- At the discretion of the Chair, issues requiring action may be referred to the Registrar, a committee or to Council for consideration at a future meeting.

4.0 CODE OF CONDUCT

- Individuals who wish to partake in the Open Forum will be asked to identify themselves to the Chair.
- All questions, comments or concerns will be addressed to the Chair. The Chair will determine whether the question is appropriate or if it should be dealt with in another format.
- Observers are expected to refrain from behaviour that may reasonably be perceived as discriminatory, disruptive or hostile.
- Recording of the Open Forums is prohibited.

5.0 RESPONSIBILITIES

The President or their designate will serve as Chair of the Open Forum.

6.0 RELATED DOCUMENTS

The *Regulated Health Professions Act, 1991*
The CRTO By-law no. 2

7.0 CONTACT INFORMATION

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