



GUIDELINES FOR CANADIAN BLOOD SERVICES OPEN BOARD MEETINGS

Canadian Blood Services is committed to operating in an open, transparent and collaborative manner with Canadians and holds two meetings of the board of directors each year which are open to the public. Canadians are encouraged to attend and observe the board of directors as they conduct a typical meeting. The following are guidelines for the operation of open meetings.

GENERAL GUIDELINES

The board will conduct its business in the same manner as it would all meetings not otherwise open to the public.

The board meeting is conducted in English. Simultaneous interpretation in French will be available in cities where French is a dominate language, or as otherwise requested.

Canadian Blood Services will make reasonable efforts to have open meetings at various locations across Canada.

The chair of the board of directors is the host of the meeting and any rulings or directives from the chair will be adhered to by all participants.

PRESENTATIONS TO THE BOARD

Members of the public may make a presentation to the board of **not more than five (5) minutes per meeting, per individual, per organization.**

If you would like to make a presentation to the board, you are required to pre-register using the registration form available on the Canadian Blood Services web site (www.blood.ca). **As a general guideline, presenters are encouraged to register at least one week in advance of the meeting.**

In addition to pre-registration, presenters are required to provide Canadian Blood Services with a brief summary of their presentation topic and points supporting their views. A brief biography should also be submitted for use during the “introduction of speakers” portion of the meeting.

Should you wish to provide a presentation slide deck or any other written form of communication to accompany your presentation at the meeting, it must be reviewed in advance. **As a general guideline, presenters should submit all documentation one week prior to the meeting date** via the contact information provided on the Canadian Blood Services website.

If you are unable to attend in person but would like to make a presentation to the board, we are happy to have your views presented. At the discretion of the board chair, your statement may be read aloud at the meeting, either by the board chair or by another Canadian Blood Services representative, as appropriate.

All conflict of interests must be declared by presenters at the beginning of their presentation.

The board operates in an open and transparent manner. Any attempt to circumvent Canadian Blood Services commitment to transparency (i.e. unreported conflicts of interest, multiple presentations on a single viewpoint, etc.) will be addressed by the chair.



Canadian Blood Services
it's in you to give

As part of Canadian Blood services commitment to transparency, the open meeting may be web-streamed live.

For additional information about past or upcoming open board meetings, including a record of the minutes of prior meetings, please refer to our website: <https://blood.ca/en/about-us/board-minutes-and-calendars>.