

Question period during Board of Directors' meetings

During every Board meeting held by the Integrated Health and Social Services University Network for West-Central Montreal, time is set aside for a question period during which the public is invited to participate. The procedure to be followed when asking the Board of Directors a question is as follows: (summary taken from the *Règlement sur la régie interne du conseil d'administration d'un établissement du réseau de la santé et des services sociaux (CISSS, CIUSSS, Établissements non fusionnés)*).

- Any person wishing to ask the Board of Directors a question must pre-register for the priority list by contacting Anne-Marie Bélanger at 514-340-8222, extension 25111 or at AnneMarie.Belanger.CCOMTL@ssss.gouv.qc.ca no later than 4:00 p.m. the evening before the meeting. This email must include the complete name and contact information of the person asking the question and, if applicable, the group this person represents. The topic of the question to be asked must also be provided. Registration requests can also be submitted in writing at the office of the CEO by the deadline stated above.
- During the question period, held at the start of every meeting, the President of the Board of Directors will invite those on the priority list, by order of registration, to ask their questions. If there are several questions addressing the same issue, these may be grouped together to allow for a single answer.
- Once the President calls out the name of the person registered on the priority list, he or she must stand in the designated area and address the President when asking the question. The President may then call upon a board member or staff member to answer the question. Questions can also be taken under advisement in which case the President will designate a person to provide an answer at a later time.
- Questions must be brief, clear, formulated in an interrogative form and addressed to the President of the Board. Individuals are permitted one question per intervention and a maximum of three interventions per meeting. After each question, another speaker must be given the chance to take the floor.
- Each intervention, including the question and the answer, must last no more than ten minutes. Question period is limited to a total duration of 30 minutes, unless the President authorizes that it be extended.

- A question is considered inadmissible if it:
 - o deals with a matter pending before the courts, an administrative body, a deciding authority or a case under investigation;
 - o is considered less a question and more a presumption, an expression of opinion, a deduction, an allusion, a suggestion or a statement which imputes a motive;
 - o is deemed to be frivolous, vexatious or made in bad faith;
 - o requires a response that would be considered a professional opinion.

- If everyone on the priority list has had the opportunity to ask his or her question before the 30 minutes are up, the President may allow others present to ask questions after inviting them to express their interest through a show of hands. The President can then grant these individuals the right to speak as long as there is time remaining in the question period.

Note that, in addition to those rules outlined above, there are several other rules that apply to question period. Those interested in asking a question are therefore asked to read the provisions of the rules and regulations pertaining to this topic.

November 1, 2017