

## DECISION NOTE

2026-02-23

**PREPARED FOR:** BCITSA Council

**PREPARED BY:** Cora Bell, President and Sameer Ismail, Senior Advisor Strategic Policy

**ISSUE:** Open Forum Rules

**RECOMMENDED MOTION:**

WHEREAS Council reaffirms the importance of BCITSA members to be able to raise issues directly; and

WHEREAS Council also notes that its own membership has avenues to address matters of concern;

NOW THEREFORE BE IT RESOLVED THAT Council adopts the follow rules for Open Forum at meetings of Council:

1. As the final agenda item before adjournment and subject to sufficient time remaining, each meeting shall have time allocated to Open Forum.
2. Only matters relevant to Council's duties and the discharge thereof shall be in order.
3. Speakers shall state at the beginning of their remarks their name and the subject they wish to discuss.
4. Speakers shall have up to three (3) minutes to speak, followed by up to two (2) minutes for questions and answers. Remarks, questions, and answers shall be restricted to the subject identified in Rule 2.
5. Speakers shall not be permitted to raise a second matter at Open Forum until all other speakers have spoken.
6. No submission by a member of Council shall be in order at Open Forum unless the matter in question could not have been placed on the agenda for Council, using established submission procedures, or in the opinion of the Chair would not be an

appropriate item for the agenda of Council.

7. No substantive motion shall be in order during Open Forum.
8. The Chair shall rule out of order any remarks not consistent with these rules.

### **SUMMARY:**

For a number of years, there has been a lack of clarity as to the extent of Open Forum. It has often been used for lengthy speeches that have little connection, if any, to matters over which Council exercises authority. It has also, from time to time, been used to attempt to introduce substantive motions in contravention of existing practices (notice, Decision Notes) meant to ensure that each member of Council has sufficient time and materials to reach an informed decision on how they wish to exercise their authority. This motion sets out ground rules that largely reserves Open Forum for the members of the Association, while also ensuring that Council's time is respected.