

PROCEDURE

Members of the public and Mission Services of London (MSL) staff are invited to observe MSL Board meetings in accordance with the following Policy:

Notice of Meeting

A schedule of the date of MSL Board meetings (including any changes to the schedule) will be available from MSL's Corporate Secretary and will be posted on MSL's external website.

Attendance

Individuals wishing to attend MSL Board meetings shall provide at least 2 business days' written notice to MSL's Corporate Secretary of their desire to attend an MSL Board meeting. The Corporate Secretary will advise the MSL President of the Board of any requests from the public or staff. Attendance without prior notice is at the President of the Board's discretion.

Conduct During the Meeting

Members of the public may be asked to identify themselves during MSL Board meetings. Recording devices, videotaping and photography are prohibited. MSL's President of the Board may require anyone who displays disruptive conduct to leave.

Agendas and Board Materials

Board agendas may be obtained from MSL's Corporate Secretary prior to the meeting. Supporting materials will be distributed only to MSL's Board members.

In-Camera Session

The Board may move *in-camera* or hold special meetings that are not open to the public where it determines it is in the best interests of MSL to do so and in accordance with MSL's *In-Camera* Policy

Questions at Board Meetings

Members of the public may not address the Board or ask questions of the Board without the permission of the President of the Board. The President of the Board will determine whether the Board will receive and respond to questions from members of the public. Individuals who wish to raise questions with the Board are encouraged to contact MSL's Corporate Secretary at least 2 business days in advance of the meeting.

MSL Board Committee Meetings

Meetings of MSL's Board Committees are not open to the public.