Centre intégré
de santé
et de services sociaux
de la Côte-Nord
Québec

Public question period

REGULAR PUBLIC MEETING OF THE ESTABLISHMENT BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 26, 2025, AT 4:30 P.M.

PRIORITY LIST

Any person who has a question can ask to be placed on a priority list by providing their name, the question and the group or organization they represent, **no later than 12:00 p.m. on the day of the meeting**. Only questions submitted before the meeting will be addressed.

Full name	Organization	Question	Date

See the overleaf for a detailed description of the public question period.

Public question period

Duration – The public question period at a board meeting is limited to thirty (30) minutes or less to allow the persons who are present to ask questions. This period is established in the first part of the agenda and cannot be extended without the approval of the chair.

Procedure to submit a question to the Board – Any person who wishes to ask a question must provide their full name and the name of the organization they represent, if applicable, to the chair or the person they designate, and they must specify the purpose of their question. They can register this information themselves in a registry for this purpose. This inscription, accompanied by the required information, must be done no later than 12:00 p.m. on the day of the meeting, by email at: 09.cisss.communications@ssss.gouv.qc.ca.

Questions must relate to the governance of the public establishment, and persons asking questions must avoid using personal references, crude or abusive insinuations, hurtful words or coarse language.

Silence must be observed by the public during the meeting of the Establishment Board of Directors. The chair shall give the right to speak to persons by following the order of the requests.

No public intervention is allowed before or after the question period.

Form of the question and duration of the intervention – Each person has the right to ask one question per intervention with a maximum of three (3) interventions per meeting. However, persons must step aside after each question to let others participate in the period.

The complete intervention, including the question and the answer is limited to ten (10) minutes. However, the chair may extend the intervention or allow no more than two (2) sub-questions to be asked relating to the main question insofar as these sub-questions do not serve to engage in or continue a discussion or debate.

Out-of-order questions – A question is out of order where:

a) It relates to a matter pending before a court, an administrative body or a decision-making body, or a matter under investigation.

b) It constitutes a hypothesis, the expression of an opinion, an inference, an allusion, a suggestion or an attribution of motives rather than a question.

c) It is considered frivolous, vexatious or is asked in bad faith.

d) The answer would require a professional opinion.

Procedure – The chair gives the floor to the people, in order of inscription.

1) The chair may answer questions from the floor or assign a person to answer them.
2) If the question requires research to be conducted or if no answer can be given immediately, the chair may take it under advisement by indicating the moment when they will be able to provide an answer. The answer can be given at a subsequent meeting or at another moment.
3) Every answer, whether in oral or written form, must be clear, brief and limit itself to the question.
4) The chair, the person assigned to answer the question or the concerned department may refuse to answer the question:
   - If they consider it against the public interest to provide the information requested.
   - If the requested information is personal information.
   - If significant work, disproportionate to its usefulness, is required to collect the information requested.
   - If the question relates to information contained in a report from a council or committee of the Establishment Board of Directors or a commission of inquiry that has not yet tabled its report with the board.
   - If the question has already been asked or if it concerns a matter already on the agenda.
5) When the question is out of order, the chair must indicate the grounds on which their decision is based, and such decision is final and cannot be appealed. The chair or a member of the board cannot be required to file a document in response to a question or at the time of the question period, nor required to accept the filing of a document.
6) The chair must ensure that the question period does not give rise to any debate between members of the Establishment Board of Directors, between a person present and a member of the board or between persons present.
7) No question or intervention may lead to the adoption of a proposal unless all the board members present agree to it.
8) The question period must unfold in a calm, orderly and respectful manner. The chair may impose a penalty to anyone who seriously violates the rules, especially those pertaining to the maintenance of order. Penalties may take the form of a warning, a request to withdraw certain comments, a suspension of the right to speak or an order to leave the premises based on the nature of the act committed. The chair may end the question period before the allotted time if the circumstances justify it, for instance, in the event where it is impossible to maintain the order. If the chair orders a person to leave the premises for failing to maintain the order and that person refuses, every reasonable means may be taken to have the chair's decision respected.