	TITLE OF THE POLICY: OPEN BOARD MEETINGS	Policy Number: BRD-0410
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Approval Date	<i>November 28, 2018</i>
Revision Date	
Approved by	<i>Chair, Board of Trustees</i>
Approver Signature	
Scheduled Review Date	<i>November 2021</i>
Cross- Reference	

PURPOSE

In accordance with Central Health’s value of accountability, the Central Health Board of Trustees intends to conduct its business in an open and transparent fashion and to keep the public informed about its activities.

This purpose of this policy is to determine which information about Board meetings will be available to non-Board members.

SCOPE


This policy applies to regularly scheduled meetings of the Board of Trustees. This policy does not apply to committees of the Board or in-camera sessions held by the Board.

POLICY STATEMENT(S)

The responsibility for the implementation of this policy is delegated by the Board of Trustees to the President and Chief Executive Officer.

Regular meetings of the Board of Trustees are open to employees and volunteers of Central Health and members of the general public who may wish to attend in person, subject to the procedures established by the Board as outlined below.

The Board Chair shall have the right to designate a meeting or portion of a meeting “in-camera” and close the meeting to the public to discuss matters of a confidential nature.

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All Board members shall consistently treat confidential information as privileged in both open and in-camera sessions.

PROCEDURE

Board of Trustees meetings shall be divided into open sessions and in-camera sessions. The open session and in-camera session shall have separate agendas.

Open Board Sessions

Notice of Meetings:

A schedule of Board meetings (including the times, dates, and location of board meetings) shall be available through the Office of the CEO and on the Central Health website, for members of the public, and Intranet, for employees.

Agenda and Materials:

An agenda of the items to be considered in the open session of a given Board meeting, along with related materials, shall be available to the public through the Office of the CEO and on the Central Health website approximately 48 hours prior to each Board meeting.

Minutes of the open session of the Board, once approved, will be posted to the Central Health website and intranet.


Conduct During Meetings:

Recording devices, videotaping and photography are not permitted at Board meetings unless authorized by the Chair.

The Chair may require anyone who displays disruptive conduct to leave.

In-camera Sessions

In accordance with the 5-40 Board In- Camera Policy, the Board may move in-camera or hold Board meetings that are not open to the public if it deems necessary to do so. In-camera sessions may be held at the beginning and/or the end of the open component of each Board meeting. The Board Chair may entertain a motion from any Trustee at

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any time to move to in-camera for the purpose of open discussion or otherwise confidential information that may be exempt from disclosure.

Only those persons authorized by the Chair are permitted to remain at the in-camera session of the meeting. Other persons will be excused from the in-camera portion of the meeting.

A separate agenda and confidential minutes will be prepared for in-camera sessions.

Participation in Open Board Meetings

Persons wishing to ask questions or discuss an agenda item with Board Trustees may do so following the close of the open session of the Board. A time will be allotted for informal discussion following the open session.

REFERENCES

Kelleher-Flight, B. (2013). *The Productive Boardroom, 10 Steps to Superior Performance*.