

Attending Board Meetings

To ensure adequate space and preparation, individuals wishing to attend a meeting of the board must give at least 24 hours' notice to the office of the board secretary. This notice may be provided in writing, via email or telephone.

Anyone who attends a board meeting without providing required notice may be asked to leave at the request of the chair.

Conduct During Board Meetings

Individuals attending regularly scheduled board meetings will be asked to arrive in advance of the meeting start time. Scheduled attendees will have observer status, meaning that they may not provide comments or questions during the meeting.

Recording devices, videotaping and/or photography are prohibited. All cell phones and email devices must be turned off.

Anyone who is disruptive to the proceedings will be asked to leave and may be prohibited from attending future meetings.

Board Materials

Hard copy of the meeting agenda will be provided to observers.

Supporting materials will be provided only to board members and members of the senior leadership team.

Minutes of each board meeting will be posted on the hospital's website following the approval of the minutes by the board.

Questions Arising from Board Meetings

In the event that the attending public or media have questions arising from the board meeting, the board chair and chief executive officer will be available upon adjournment to address queries. Observers are asked to hold their questions until the meeting has been adjourned.

Addressing or Presenting to the Board

The board typically does not hear presentations or depositions and is not obliged to do so. However, individuals or groups who wish to make representation to the board must make this request in writing to the office of the board secretary, stating the purpose of their request, the group they are representing, and their contact information.

The board chair in consultation with hospital administration will determine the appropriate response to requests to present or provide information to the board, including and not limited to:

- a written response to the request
- delegating response to a committee of the board
- a special meeting, task force or annual opportunity to hear presentations
- scheduling time at a future board meeting.

In Camera (Closed) Sessions

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 interest of the hospital and its constituents to do so.

It is at the discretion of the chair to determine whether or not a portion of the meeting be identified as an *in camera* session. Matters that will generally be dealt with *in camera* include, but are not limited to, information where disclosure could reasonably be expected to harm the human, financial, security/privacy or system interests of the organization and its partners, including:

- patient, resident, family, volunteer, physician or staff information where a person is identifiable, including professional staff appointments, re-appointments and credentialing issues
- matters involving labour relations or other human resource issues
- matters involving property
- matters involving material contracts
- matters involving litigation
- any other matter deemed necessary by a majority of the directors present.

It is the responsibility of each committee chair (or delegate) to notify the office of the board secretary if any items, which arise out of their minutes, will require *in camera* discussion.

During the meeting, any director may request that a matter be discussed *in camera*. In such cases, a vote will be taken and the discussion will be held in keeping with the majority decision. A motion to rise from the *in camera* session is required.

Members of the public along with staff who are not required to address the subject will be asked to leave. Guests or counsel may remain during an *in camera* session with the permission of the chair.

Discussions held during *in camera* sessions will not form part of the public record of the meeting, but decisions reached will be included in the minutes of the meeting, which will be made available on the hospital's website.