

IN-CAMERA MEETING POLICY

PURPOSE

This policy is designed to guide how the Board will conduct in-camera sessions when confidential discussions are necessary.

APPLICATION

This policy applies to all Alongside Hope board members.

POLICY

- In-camera sessions will be infrequent occurrences as they restrict the normal information distributed to Members but will be held when appropriate, such as to discuss:
 - personnel matters involving any identifiable individual including employees, directors or members of Alongside Hope
 - sensitive business matters including matters subject to confidentiality agreements with third parties, and contracts for advice
 - litigation and potential litigation
 - advice that is to be held in confidence
- Normally, minutes will not be kept for an in-camera session, but the Board Secretary will be responsible for keeping a record unless the circumstances require that he or she be absent. In his or her absence, the Chair will be responsible for ensuring an adequate record is kept of the discussion.
- Normally, attendance at an in-camera session will be restricted to members of the board but the Board may invite the ED to be present.
- If a board member is absent from a meeting where an in-camera session is held they may call the Chair afterwards and request briefing on the discussion.
- Board members, other than the chair, should not take personal notes of in camera sessions. The chair's notes should be destroyed at the conclusion of the board meeting.
- Decisions made during an in-camera session will be presented to the Board in a motion when the meeting rises from camera.

AMENDMENT

This policy may be amended by the Alongside Hope Board.

Adoption Date: November 2020

Review Date:

Amendment Date: