



Subject: **OPEN BOARD MEETINGS**
Policy # 5-270
Approved by: Board of Directors
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Board of Directors
Policy Manual

Revised (R) / Reconfirmed (RC) Dates

Apr 2007 (rc), Apr 2010 (r), Mar 2012 (rc), Sept 2012 (r), Dec 2016 (rc), March 2020

POLICY

All meetings of the Board of Directors (Board) of Campbellford Memorial Hospital (the Hospital) are open to the public, except where the Board determines that a matter shall be dealt with in an in-camera session of the Board in accordance with the policy 1-035 "In-Camera Sessions of the Board".

PURPOSE

Open Board meetings ensure that the Hospital maintains a close relationship with the public, the media and stakeholder groups and generate trust, openness, transparency and accountability.

PROCEDURE

1. Notice of Meeting
 - a. At the beginning of each Board year a list of the dates, times and location for all regularly scheduled Board meetings will be prepared and available from the Board Secretary and will be posted on the Hospital's website. Changes in the schedule will be posted on the website.
 - b. An agenda identifying all items requiring Board action will be prepared by the Chair of the Board in consultation with the President and CEO. At least five days prior to the Board meetings, a copy of the agenda for the open portion of the Board meeting will be posted to the CMH website.
2. Attendance
 - a. To ensure adequate space is available, individuals wishing to attend must give at least 24 hours' notice to the Board secretary. The secretary may limit the number of attendees if space is insufficient.
3. Agendas and Board Materials
 - a. The agenda and relevant materials will be distributed to members of the public at the meeting and may be obtained from the Board Secretary prior to the meeting.
4. Conduct During the Meeting
 - a. Members of the public may be asked to identify themselves. Except with the specific consent of the Chair, recording devices, videotaping and photography are prohibited.
 - b. The Chair may require anyone who displays disruptive conduct to leave.

5. Minutes of Open Board Meetings
 - a. Minutes of Open Board meetings will be recorded by the Board secretary. Where the Board Secretary is absent, the Chair will designate a Director to record the minutes.
 - b. Approved minutes of all meetings will be signed by the Chair of the Board and Board Secretary and retained by the Board Secretary. Approved minutes of the open meetings of the Board will be available for review on the Hospital website.

6. Members of Public Addressing the Board
 - a. Persons wishing to address the board concerning matters relevant to the hospital must do so following the procedures listed below.
 - b. Written notice of the request to address the board meeting must be provided to the Secretary no later than 10 working days prior to the meeting date. A brief description of the specific matter to be addressed should be included in the request.
 - c. Requests to address the board on a specific item will be granted (generally in order of the receipt of the requests) if approved by the Chair of the board. Persons not permitted to address the Board will be so notified.
 - d. The Board Chair may limit the number of presentations at any one meeting.
 - e. Persons addressing the board will be required to limit their remarks to ten (10) minutes and include an introduction of all group members present. If a group wishes to make a submission, a spokesperson for the group should be identified.
 - f. The Chair is not obligated to grant a request to address the Board, and the Board is not obligated to take any action on the presentation it receives.