


MANUAL: BOARD POLICY MANUAL	INDEX I.D.: C.3
SECTION C: MEETING MANAGEMENT	PAGE NO. 1 OF 2
TITLE: IN-CAMERA POLICY	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	AMENDED: February 7, 2017

**C.3.1. Policy Statement**

The Board conducts two types of meetings, open and in-camera Board meetings. This policy provides guidelines for Board Members during in-camera meetings.

**C.3.2. Purpose**

The purpose of this policy is to:

1. Ensure the appropriate conduct of the board’s business during in-camera meetings.
2. Ensure there is a process for addressing matters raised during in-camera meetings that require a vote at a regular meeting.

**C.3.3. Scope**

This Policy applies to the Board of Directors

**C.3.4. Procedure**

All matters raised during an in-camera meeting, must be brought to a regular meeting to be voted on, and accurately recorded in the minutes at the next regular Board Meeting, or as soon as necessary, including emergency meetings, or meeting by way of electronic means.

**C.3.5. Glossary of Terms**

**C.3.6. Related Policies**

*From Board Policy Manual:*

- Board Agenda Development Policy
- Open Board Meeting Policy
- Policy for Meeting Without Management

**C.3.7. References**

**Appendix (I, II etc.)**