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TITLE: POLICY FOR MEETING WITHOUT MANAGEMENT	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	AMENDED: February 6, 2017

C.5.1. Policy Statement

This policy outlines how, and when, Lumacare’s Board members will hold in-camera meetings (meetings without management or other non-board members).

C.5.2. Purpose

Holding in-camera meetings ensures that Lumacare’s Board exercises independent oversight of management, while providing an opportunity to discuss areas where the performance of management could be strengthened. It also provides an opportunity to discuss and assess the quality of material and information provide by management.

C.5.3. Scope

This policy applies to all Board members and members of Lumacare’s management that are in attendance of regular Board meetings.

C.5.4. Procedure

1. Board members will hold an in-camera session during every regularly scheduled Board meeting, and at any other time as determined by the Board Chair, or at the request of at least two members.
2. The Executive Director, any other members of management, and any other guests in attendance of the Board meeting, will be excused before the in-camera session begins.
3. The in-camera session will be included as an agenda item on each meeting agenda, with the exact timing of the in-camera session noted.

4. Minutes will not be taken during the in-camera session; however the Chair may take notes during the discussion.
5. The Chair will immediately notify the Executive Director regarding any relevant matters raised during the in-camera session.

C.5.5. Related Policies

C.1 Board Agenda Development Policy