

 <p>St. Francis Memorial Hospital</p> <p>Policy & Procedure</p>	Policy Name: Closed Sessions of the Board	Manual Board of Trustees
	Last Reviewed / Revised Date: Reviewed: March 21, 2007 Reviewed: Feb 2009	Category : Governance
	Approved by: Board of Trustees	Original Date:
	Signature	Committee/Dept Review: Governance

PURPOSE

From time to time the nature of matters to be discussed by the Board will require that the Board move into closed or in-camera session.

POLICY

During a closed session, all persons who are not trustees shall be excluded from the meeting. Notwithstanding the above, the Board may approve, by resolution, the attendance of such persons as legal counsel, a consultant or select members of the staff at all or part of any closed session.

PROCEDURE

A Board motion is required to move into and terminate a closed session. All matters dealt with in closed session remain confidential and a separate agenda will be prepared for such sessions. Minutes of such sessions shall be clearly marked as CONFIDENTIAL and be dealt with in a manner that respects their nature as such.

Approval of such minutes shall be voted at the next closed session of the Board and shall only be moved to open session upon resolution of the Board to that effect. Voting shall take place according to the usual process unless otherwise provided for.

Matters that will be dealt with in closed session include, but are not limited to the following:

- deliberations to decide whether in item requires confidential treatment;
- assessing, disciplining or rewarding individuals;
- items that have potential to compromise the relationship of the institution with stakeholders;
- human resource or labour relations issues;
- contractual, financial or other matters the premature disclosure of which would be prejudicial;
- matters relating to legal or criminal proceedings;
- issues of health status or other personal information about individuals.