

 <p>St. Francis Memorial Hospital</p> <p>Policy & Procedure</p>	Policy Name: Policy for Open Board Meetings	Manual Board of Trustees
	Last Reviewed / Revised Date:	Category : Governance
	Approved by: Board of Trustees	Original Date: March 11, 2010
	Signature	Committee/Dept Review: Governance

PURPOSE

The public and staff are welcome to observe the open portion of the board's meeting to:

- Facilitate the conduct of the board's business in an open and transparent manner;
- Ensure the hospital maintains a close relationship with:
 - the public
 - media
 - stakeholder groups
- Generate trust, openness and accountability.

POLICY

Members of the public are invited to attend the meetings of the board in accordance with the following policy:

- **Notice of Meeting**
A schedule of the date, location and time of the board's regular meetings will be available from the board office and will be posted on the hospital's website. Changes in the schedule will be posted on the website.
- **Attendance**
To ensure adequate space is available; individuals wishing to attend must give at least 24 hours' notice to the board secretary. The board may limit the number of attendees if space is insufficient.
- **Conduct During the Meeting**
Members of the public may be asked to identify themselves. Recording devices, videotaping and photography are prohibited.

The chair may require anyone who displays disruptive conduct to leave.

- **Agendas and Board Materials**
Agendas will be distributed at the meeting and may be obtained from the board secretary prior to the meeting. Supporting materials will be distributed only to the board.

▪ **In-Camera Session**

The board may move in-camera or hold special meetings that are not open to the public where it determines it is in the best interest of the hospital to do so. The chair may order that the meeting move in-camera or any director may request a matter be dealt with in-camera in which case a vote will be taken and if a majority of the board decides the matter shall be dealt with in-camera.

The following matters will be dealt with in-camera:

- Matters involving property
- Matters involving litigation
- Material contracts
- Human resource issues
- Professional staff appointments, re-appointments and credentialing issues
- Patient issues
- Any matter that the board determines should be the subject of an in-camera session.

Guests or counsel may remain during an in-camera session with the permission of the chair or the consent of the meeting.

Requests for Interviews

Members of the public may not address the board or ask questions of the board without the permission of the chair. Individuals who wish to raise questions with the board must contact the board secretary in advance of the meeting.

Committee Meetings

Meetings of committees are not open to the public.

Procedure For Members of the Public Addressing the Board

Persons wishing to address the board concerning matters relevant to the hospital must do so following the procedures listed below.

1. 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.
2. 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 shall be so notified.
3. The board may limit the number of presentations at any one meeting.
4. Persons addressing the board will be required to limit their remarks to five minutes. If a group wishes to make a submission, a spokesperson for the group should be identified.
5. 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.

Contact Information

Jeremy Stevenson, Board Secretary
St. Francis Memorial Hospital
7 St. Francis Memorial Hospital
Barry's Bay, ON K0J 1B0
613-756-3045 / stevensonj@sfmhosp.com