



**Accompanying Procedure to Board Policy #1.3
In-Camera Procedures During a Board
Meeting**

Purpose: To detail in-camera procedures during a Board meeting:

Procedures:

1. From time to time the Board may need to address issues of a confidential nature that require the exclusion of attendees other than Directors; that is to go “in-camera” for a portion of the meeting. Legal, contractual or personnel issues may dictate the requirement.
2. To go in-camera requires a motion and a majority vote by Directors.
3. When the in-camera portion of the meeting is complete another motion is required to exit.
4. Once exited from the in-camera session, the regular meeting agenda may be resumed.
5. Separate minutes of the in-camera meeting are kept by the Secretary and made available to Directors. They are not circulated or included with the minutes of the regular meeting.
6. Motions passed in-camera are valid and acted upon accordingly.
7. Material distributed during the course of an in-camera session is to be collected.
8. Directors are required to maintain the confidentiality of the in-camera session.

Originated: September 2006

Revised: April 2017