

	<p><b>Policy Section 1: Governance</b></p> <p><b>Policy #: 1.3.3</b></p> <p><b>Policy Title: In-Camera Procedures during a Board Meeting</b></p> <p><b>Revision: Rev 2</b></p> <p><b>Approval: 26/05/2020</b></p>
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**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.

**5. Applicability:** Board of Directors

**6. Policy Authority:** Board of Directors

**7. Related Policies, Procedures and Documents:**

- 7.1 1.3 Board Meeting and Voting Procedures
- 7.2 1.3.1 - Off-site Electronic Board Meeting Attendance
- 7.3 1.3.2 - Board Remote Meeting and Voting Protocols
- 7.4 2.2 – Policy 2.2 Code of Conduct
- 7.5 2.2.1 – Procedure to Board Policy #2.2 – Code of Conduct
- 7.6 2.3 – Policy 2.3 Conflict of Interest
- 7.7 2.3.1 – Procedure to Board Policy #2.3 – Conflict of Interest
- 7.8 2.3.2 – Addendum to Board Policy #2.3 – Conflict of Interest
- 7.9 2.4 – Policy 2.4 Confidentiality of Information
- 7.10 2.4.1 – Addendum to Board Policy #2.4 – Confidentiality of Information
- 7.11 Flower Cart Group Bylaws
- 7.12 Flower Cart Group Risk Management Plan

**Record of Amendment:**

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	September 2006
Rev 1		April 2017
Rev 2	Reformatted	May 2020