

## NORTH BAY REGIONAL HEALTH CENTRE (NBRHC)

<b>Policy and Procedure</b>		<b>Policy Number</b>	ADM-BO-011	
<b>Title</b> Open/Closed Board Meetings		<b>Policy category</b>		<input type="checkbox"/> Departmental <input type="checkbox"/> Organization Wide <input checked="" type="checkbox"/> Board
		<b>Manual</b>		Board
		<input type="checkbox"/> New	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Major
<b>Origination Date</b>		<b>Developer</b>		
<b>Effective Date</b> <small>(date this version came into effect)</small>	Reviewed by Governance June 23, 2011, Approved by Board September 9, 2011 Reviewed by Governance May 21, 2015, Approved by Board May 22, 2015 Reviewed by Governance May 25, 2017; Approved by Board June 7, 2017	Governance Committee		
<b>Cross References (NBRHC or legacy organization policies)</b> Not applicable		<b>Comparable Policy from service provider within NBRHC Facility</b> Not applicable		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### 1.0 Purpose

Board of Directors' meetings are open to the public and staff to observe the open portion of the meeting to:

- Facilitate the conduct of the Board's business in an open and transparent manner.
- Ensure the hospital maintains a close relationship with:
  1. The public
  2. Media
  3. Stakeholder groups
- Generate trust, openness and accountability.

#### 1.1. Application

The general public, staff, media and stakeholder groups.

### 2.0 Policy Statement

Members of the public are welcome to attend meetings of the Board in accordance with the following policy and procedures:

### 3.0 Minor Revision History

Not applicable.

### 4.0 Definitions

Not applicable.

## **5.0 Materials required**

Not applicable.

## **6.0 Procedure**

### **6.1. Notice of Meeting**

A schedule of the date, location and time of the Board's regular meetings will be available from the Executive Assistant and published on the hospital website.

### **6.2. Attendance**

To ensure adequate space is available, individuals wishing to attend must give at least 10 days' notice to the Executive Assistant. The Board may limit the number of attendees if space is insufficient.

### **6.3. Conduct during the Meeting**

Members of the public will be asked to identify themselves. The Chair may require anyone who displays disruptive conduct to leave. Individuals who wish to ask questions of the Board must contact the Executive Assistant in advance of the meeting.

### **6.4. Agendas and Board Meetings**

Agendas for open sessions will be distributed to the local media in advance of the meeting and will be published on the hospital website. Supporting materials will be distributed only to the Board. Copies of the open board sessions will be published on the website.

### **6.5. 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 Executive Assistant 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 request) if approved by the Chair of the Board. Persons not permitted to address the Board will 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 ten (10) minutes unless otherwise approved. 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.

**6.6. Closed Session**

The Board may move to a closed session 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 be a closed session or any Director may request a matter be dealt with in a closed session. A vote may be taken to ensure that a majority of the Board agrees the matter will be dealt with in a closed session.

Non-independent Directors may remain during a closed session with the permission of the Chair or the consent of the meeting and will be asked to identify themselves.

The following matters will be dealt with in closed sessions:

- Matters involving property
- Matters involving litigation
- Material contracts
- Human Resource issues
- Medical Staff
- Patient issues, or
- Any matter that the Board determines should be the subject of a closed session.

**6.7. Board Committees**

All recommendations made in open sessions of Board committee meetings are brought before the Board for full discussion and action by the Board. Therefore, it is deemed unnecessary to open committee meetings to the public, although from time to time the public, staff and/or interested parties may be invited to attend with the concurrence of the Chair of the committee.

**6.8. Media Policy - Interviews**

See Communications Protocol – ADM-BO-006.

**7.0 Appendices/Educational Materials**

Not applicable.

**8.0 References**

Not applicable.

**9.0 Content Experts/Stakeholders**

<b>Content Expert/Stakeholder</b>	<b>Date Sent</b>
Governance Committee	May 25, 2017
Board of Directors	June 7, 2017

**10.0 Signing Authority Approval**

<b>Position</b>	<b>Date Signed</b>
Chair, Board of Directors	