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| Procedure Name | In-Camera | | |
| Policy # | 505 | Category | GOVERNANCE |
| Steward | Board of Governors | Date Approved | July 1, 2023 |
| Next Review Date | | Date Reviewed or Revised | |

PROCEDURES

1. Minutes will be recorded of the in-camera session by the Board Chairperson. These minutes will be kept by the Board Chairperson in a secure and confidential manner, for as long as the board feels they should be kept or destroyed.
2. The minutes of *in-camera* sessions do not need to be approved by the Board.
3. The Board cannot make motions when In-Camera. In the event there is an action item coming out of discussions held In-Camera, the Board needs to come out of In-Camera to make a motion which becomes public even through discussion and minutes are confidential. The Board, at its discretion, can determine the wording of a motion while in-camera, but the moving of the motion can only occur when out of in-camera.
4. The Board Chair should review his/her confidential minutes with the rest of the board before coming out of In-Camera to ensure that she/he fully understands what has been said and everyone is in agreement with the wording especially on contentious issues in case of litigation or future reference.
5. The minutes of the in-camera session will be provided by the Board Chair to the Board Recorder, who shall store them in a confidential manner. The minutes shall only be returned to the Board Chair.
6. At least annually, the Board Chair shall review the stored minutes and determine which shall be retained and which shall be destroyed. In cases where the Board Chair is unsure of the action to be taken, the minutes shall be introduced to the Board at an in-camera session for discussion and decision whether they should be retained or destroyed.