

Pembina Active Living (55+)

IN CAMERA SESSIONS

Category: Governance
Policy Number:

Date Established: 12/05/14
Date Reviewed:
Date Amended: 14/12/15

Summary

There are situations where confidentiality is necessary, such as personnel and legal and/or contract issues,

Policy

PURPOSE

To ensure good governance while respecting the privacy of individuals.

SCOPE

Applies to Board Members.

PROCEDURE

- A motion to move *in camera* may be made by any voting member present. The President will determine and announce who will leave the meeting and the rationale, if requested, for excluding any individuals from the meeting. The President's decision may be challenged.
 - Minutes of all *in camera* sessions must be recorded in a separate minute book. These minutes do not include a summary of discussion, only motions. These minutes are distributed to those who participated. After the approval of the minutes, they must be kept confidential and filed separately along with any materials considered at the meeting.
 - If it is determined that the *in camera* factors no longer apply, then minutes would become part of the regular minute book.
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