



TITLE:	Open Board Meetings Policy		
Manual/Policy#:	Board of Directors # V-B-5	Division:	AGH/ FVM/ LCPS
Original Issue:	December 2013	Issued by:	Board of Directors
Previous Date Reviewed:	January 2015	Approved by:	Board Chair and Board Secretary
Last Date Reviewed:	May 2017	Cross Reference(s):	

1. POLICY STATEMENT

As part of the Board's commitment to trustworthiness, transparency and accountability, members of the hospital staff, public and media are welcome to observe the open portion of the Board's meeting to:

- Facilitate the conduct of the Board's business in an open and transparent manner;
- Ensure the Hospital maintains good relationships with the public, media and stakeholder groups;
- Generate trust, openness and accountability

2. SCOPE

This policy provides guidance to the Board of Directors and anyone wishing to attend an open meeting about the Board's process and requirements for open meetings.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

The open part of Board meetings will be held at times generally recognized as convenient for the public to attend. Notice of the times and dates of such meetings will be provided annually to the public on the hospital website.

To ensure adequate space is available, individuals wishing to attend must give at least 24 hours notice to the Board Secretary. The board may limit the number of attendees if space is limited.

Agendas for the open portion of the meeting will be distributed at the meeting and may be obtained from the Board Secretary prior to the meeting. Supporting materials will be distributed only to the Board.

Members of the public may not address the Board or ask questions without the permission of the Chair. Individuals who wish to address or raise issues with the Board must contact the Board Secretary in writing at least 5 normal business days in advance of the meeting and indicate the topic to be addressed.

The Board Chair and the President & CEO will assess and prioritize the requests. Written confirmation of attendance, if approved, will be provided to the individual or group making the request. Persons not permitted to address the Board will be so notified. As per Article 5.7 of the Corporate By-laws, the Board Chair and CEO have authority to confirm or deny the request and to limit the number of presentations at any one meeting. The Board is not obliged to take action on any presentation it receives.

Any one delegation or presentation will be limited to a maximum of ten minutes unless otherwise agreed by the Board Chair and President & CEO. If a group wishes to make a presentation, one spokesperson for the group should be identified.

Members of the public may be asked to identify themselves. Respectful meeting decorum is expected of all attendees. The Chair may require anyone who is disruptive and interferes with the proper conduct of the meeting to leave.

With the exception of any recording done by Almonte General Hospital, or otherwise approved by the Chair, no one shall take or transmit any photograph or video or audio recording of any portion of the Board meeting.

The Board may move *in camera* or hold Board meetings that are not open to the public in accordance with the Board policy on *In Camera* meetings. Meetings of Board Committees are not open to the public.

6. REFERENCES

N/A

7. APPENDICES

N/A

Evaluation:

This policy will be reviewed every two years.