

Document Name:	Regular Meetings of the Board and Notice		
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Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

Regular Board meetings will be held in accordance with corporate by-law 5.2 Regular Meetings. To ensure effective Board Meetings the following procedure will apply.

SCOPE:

The policy pertains to Hôpital Glengarry Memorial Hospital (HGMH) Board of Directors and any attendees at Board of Director meetings

PROCEDURE:

Notice of Meeting

A schedule of the date, location and time of the board's regular meetings will be available from the board liaison and will be posted on the hospital's website. Changes in the schedule will be posted on the website.

Conduct During the Meeting

- Members of the public will be asked to identify themselves
- Meetings may be recorded by the Corporation or the media for broadcast on radio, television, or the internet. Private photographs or recordings of proceedings are prohibited.
- The chair may require anyone who displays disruptive conduct to leave.

Agendas and Board Materials

The Chair, in consultation with the President & Chief Executive Officer, is responsible for developing and approving an agenda for each Board meeting that is aligned with the Board's roles and responsibilities, the Board's work plan, and the annual goals and objectives.

Agendas shall be divided into two sections: the main Agenda and the Consent Agenda. The Board shall use the consent agenda for the passage of non-controversial and/or routine matters. Consent agenda items may include, without limitations:

- approval of previous minutes
- routine Committee and/or other informational reports
- correspondence requiring no action; and
- actions that do not require a Director to disclose a potential conflict or otherwise abstain from voting

Effective: Apr 2010	Last review: Feb 2023	Next review: Feb 2026
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Note: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the Intranet prior to use.

The Board meeting package will normally be sent to Directors five business days in advance of the meeting to allow for review and preparation, unless extenuating circumstances arise.

Open Board Meetings

The public and staff are welcome to attend the open portion of Board meetings in order to:

- facilitate the conduct of the Board's business in an open and transparent manner;
- ensure that the Corporation maintains a close relationship with the public, media, and stakeholder groups; and
- generate trust, openness, and accountability

To ensure adequate space is available, members of the public and media wishing to attend must give at least 24 hours' notice of their intent to attend a regular meeting of The Board. Attendees shall have observer status and may not provide comments or ask questions during the meeting. In the event the attending public or media have questions arising from a Board meeting, the Chair and/or President and Chief Executive Officer shall be available upon adjournment to address queries.

Attendees may be asked to leave at the discretion of the Chair.

Delegations and Presentations

Members of the public may not address the Board or ask questions of the Board without the permission of the Chair. Individuals who wish to address or raise questions with the Board must submit a Delegation Application to the office of the Secretary at least 15 business days in advance of the Board meeting.

The Chair and President & Chief Executive Officer will assess and prioritize the requests. Written confirmation of attendance, if approved, will be provided to the individual or group making the request. The Chair has the right to determine the appropriateness of any presentation. Any one delegation or presentation will be limited to a maximum of fifteen minutes unless otherwise agreed by the Chair and the President & Chief Executive Officer.

In-Camera Session

1. The board may move in-camera or hold special meetings that are not open to the public where it determines it is in the best interest of the corporation to do so. The chair may order that the meeting move in-camera or any director may request a matter be dealt with in-camera in which case a vote will be taken and if a majority of the board decides the matter shall be dealt with in-camera.
2. The following matters will be dealt with in-camera:
 - a. matters relating to a Director or a prospective Director;
 - b. matters involving property;
 - c. patient issues;

- d. Credentialed staff appointments, re-appointments, and credentialing issues
- e. Items which are subject to solicitor/client privilege;
- f. Items involving litigation affecting the Hôpital Glengarry Memorial Hospital;
- g. Items where disclosure could prejudice an individual involved in a civil or criminal proceeding;
- h. Items concerning negotiations or anticipated negotiations between the Hôpital Glengarry Memorial Hospital and any individual, corporation, or organization;
- i. Matters involving material contracts;
- j. Items concerning human resource or labour relations matters.