

Document Name:	Minutes of Regular Meetings and In-Camera Meetings		
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Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

The Board of Directors of the Hôpital Glengarry Memorial Hospital (“Board”) shall keep minutes of its meetings as per Bylaw 10.5. Minutes need to be clear but brief, accurate, and objective. Minutes are no place for the expression of personal opinions, interpretations, or commentaries on the debates.

PROCEDURE:

Regular Meetings

1. The minutes of meetings shall, except in the case of *in camera* meetings:
 - a) Be clear and neutral; and
 - b) Contain sufficient detail to adequately inform the public of the main subject matters considered, any deliberations engaged in, and any decisions made.
2. The minutes of meetings shall not contain the names of any Board members or any other individuals, companies, or organizations, except in the following circumstances:
 - a) The names of Board members shall be listed for attendance;
 - b) The names of Board members whose comments are recorded in the minutes shall be listed where requested by one or more Board members;
 - c) The names of Board members shall be recorded when a request to record the votes in favor and against the passing of motions is made;
 - d) The names of individuals, companies, or organizations may be included where their inclusion is necessary to ensure that the minutes comply with the requirements in item 1 above.
3. Meeting minutes of the Regular Meeting of the Board of Directors shall be approved at the next Regular Meeting.
4. The Board of Directors shall make the minutes of its meetings available to the public upon request.

In Camera Meetings

1. Materials for distribution to the Board for *in camera* meetings are privileged and confidential and *in camera* discussions of the Board are confidential unless the

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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.

Board formally decides otherwise. Meeting minutes will follow the same standards as paragraph one (1), two (2) above.

2. Minutes of the *in-camera* meeting shall be approved at the next *in camera* meeting.