

TEMPLATE POLICY – *IN CAMERA* MEETINGS

1. *IN CAMERA* MEETINGS

There are times when discussions within [Organization's] Board meetings must be kept confidential. Such discussions are considered to be "*in camera*" meetings.

In camera meetings have a legitimate purpose but their use should be limited. Because *in camera* meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

2. FACTORS SUPPORTING *IN CAMERA* MEETINGS

In camera meetings should be considered where the following subject matter is to be discussed (the following list is not intended to be an exhaustive list, and other factors may be considered):

- a. personnel matters about any identifiable individual, including employees, Directors, participants, or Members of the [Organization];
- b. commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- c. litigation or potential litigation; or,
- d. the receiving of advice that is subject to privilege, including communications necessary for that purpose.

3. MINUTES OF *IN CAMERA* MEETINGS

Decisions made in an *in camera* meeting (including any *in camera* discussion within a broader meeting) and, when appropriate, the factors considered in determining to hold a discussion *in camera*, should be recorded in separate Minutes. The Recording Secretary should be part of the *in camera* meeting to keep the Minutes unless the circumstances require that he or she also be absent. In his or her absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

Minutes of an *in camera* meeting should be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the *in camera* meeting. The [Organization's] Administrative Assistant shall keep or cause to be kept a record of *in camera* Minutes.

Any access to *in camera* Minutes is limited to the participants of the *in camera* meeting. Any requests for access to *in camera* Minutes by any other individual should be directed to the [Organization's] President who will consult with the Chair of the meeting within which the *in camera* discussion occurred (if other than the President), or the Chair of the *in camera* portion of the meeting, prior to granting access to *in camera* Minutes.

Approval Date:

Effective Date:

Next Scheduled Date for Review: