

BOARD OF DIRECTORS

POLICY MANUAL

SUBJECT: ATTENDANCE AT OPEN BOARD MEETINGS Number: P-4(a)

APPROVED BY: BOARD OF DIRECTORS

Date: 1996-02-27

Revision: 2009-01-20

2012-03-07

2013- 04-29

Page: 1 of 3

ATTENDANCE AT OPEN BOARD MEETINGS

POLICY

All meetings of the Board of Directors of Norfolk General Hospital are open, except where the Board determines that a matter shall be dealt with in an *in-camera* session of the Board in accordance with the policy "In-Camera Sessions of the Board".

The public and staff 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 corporation maintains a close relationship with the public, the media and stakeholder groups; and
- Generate trust, openness and accountability.

Notice of Meeting

At the beginning of each Board year a list of the dates, times and location for all regularly scheduled Board meetings will be prepared and available from the Corporate Secretary and will be posted on the Hospital's website. Changes in the schedule will be posted on the website.

An agenda identifying all items requiring Board action shall be prepared by the Chair of the Board in consultation with the President and CEO. At least five days prior to the Board meetings, a copy of the agenda for the open portion of the Board meeting will be made available upon request to all members of the Hospital or posted to the NGH website. Supporting materials will be distributed only to the board.

Items to be dealt with in an *in-camera* session of the Board may be set out in the main agenda or in a separate agenda. If set out in the main agenda such matters shall identify only the general nature of the matter to be considered at the in-camera session of the Board and the fact that it is to be held in an in-camera session of the Board.

Attendance

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.

Conduct During the Meeting

Members of the public may be asked to identify themselves. Recording devices, videotaping and photography are prohibited.

The Chair may require anyone who displays disruptive conduct to leave.

Minutes of Open Board Meetings

Minutes of Open Board meetings shall be recorded by the Corporate Secretary of the Board. Where the Corporate Secretary is absent, the Chair shall designate a Director to record the minutes.

Approved minutes of all meetings shall be signed by the Chair of the Board and Corporate Secretary and retained by the Corporate Secretary.

Approved minutes of the open meetings of the Board, except for *in-camera* meetings, shall be available for review on the Norfolk General Hospital website.

Members of Public Addressing the Board**Procedure**

Persons wishing to address the board concerning matters relevant to the hospital must do so following the procedures listed below:

1. Written notice of the request to address the board meeting must be provided to the Secretary no later than 10 working days prior to the meeting date. A brief description of the specific matter to be addressed should be included in the request.
2. Requests to address the board on a specific item will be granted (generally in order of the receipt of the requests) if approved by the Chair of the Board. Persons not permitted to address the board shall be so notified.
3. The Board Chair may limit the number of presentations at any one meeting.

ATTENDANCE AT OPEN BOARD MEETINGS

Number: P-4(a)

Page: 3 of 3

4. Persons addressing the board will be required to limit their remarks to ten (10) minutes and include an introduction of all group members present. If a group wishes to make a submission, a spokesperson for the group should be identified.
5. The Chair is not obligated to grant a request to address the board, and the board is not obligated to take any action on the presentation it receives.