


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure
Title Open/Closed Board Meetings	Policy Number ADM-BO-011
Developer Governance Committee	Category Board of Directors
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1.0 Scope of Policy/Procedure

The Board of Directors is accountable to the staff, public and media of the communities we serve.

2.0 Policy Statement

- Members of the public are permitted to attend meetings of the Board within the parameters outlined in this policy. Media partners can contact our Communications Department directly to help facilitate their request.

3.0 Supporting Documents

Document Title	Document Type	Number
Board Communication Policy	Policy/Procedure	ADM-BO-028

4.0 Procedure/Process

4.1 Notice of Meeting

A schedule of the date, location and time of the Board's regular meetings will be available from the Executive Assistant.

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4.2 Attendance

To ensure adequate space is available, individuals wishing to attend must give at least 10 days' notice to the Executive Assistant. The Board may limit the number of attendees if space is insufficient.

4.3 Conduct During the Meeting

Members of the public will be asked to identify themselves. The Chair may require anyone who displays disruptive conduct to leave. Individuals who wish to ask questions of the Board must contact the Executive Assistant in advance of the meeting.

4.4 Procedure for Members of the Public Addressing the Board

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 Executive Assistant 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 request) if approved by the Chair of the Board. Persons not permitted to address the Board will be so notified.
3. The Board may limit the number of presentations at any one meeting.
4. Persons addressing the Board will be required to limit their remarks to ten (10) minutes unless otherwise approved. 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.

4.5 Closed Session

The Board may move to a closed session or hold special meetings that are not open to the public where it determines it is in the best interest of the hospital to do so. The Chair may order that the meeting be a closed session or any Director may request a matter be dealt with in a closed session. A vote may be taken to ensure that a majority of the Board agrees the matter will be dealt with in a closed session.

The following matters will be dealt with in closed sessions:

- Matters involving property
- Matters involving litigation
- Material contracts
- Human Resource issues
- Medical Staff
- Patient issues, or
- Any matter that the Board determines should be the subject of a closed session.

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4.6 Board Committees
All Board committee meetings are to be treated as closed sessions.

4.7 Media Policy – Interviews
See Board Communication Policy – ADM-BO-028

5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Board of Directors	November 2021

6.0 Approval

Signing Authority Signature	Date Signed
Chair, Board of Directors	November 11, 2021