

<b>TITLE:</b> <b>PUBLIC MEETINGS OF THE BOARD OF TRUSTEES</b>	
<b>EFFECTIVE:</b> MARCH 2012	<b>LATEST REVISION:</b>
<b>CATEGORY:</b> ADMINISTRATIVE – ADMINISTRATION	<b>SOURCE:</b> MANAGEMENT
<b>OTHER REFERENCES:</b>	<b>APPROVED BY (DATE):</b> Board of trustees (20/03/2012)

## 1. POLICY

1.1 The goals of this policy are to:

- 1.1.1 facilitate the conduct of business by Hôpital Montfort's board of trustees (hereinafter referred to as the "board") in an open and transparent manner;
- 1.1.2 ensure that Hôpital Montfort maintains its close ties with:
  - the public,
  - the media,
  - its partners and stakeholders;
- 1.1.3 foster trust, transparency and accountability.

1.2 Members of the public are welcome to attend board meetings, in accordance with the policy outlined below.

## 2. PROCEDURE

### 2.1 Meetings open to the public:

- 2.1.1 At the beginning of each board year, trustees determine the date of public meetings. This schedule can later be modified by the board. The board year begins after the annual general meeting (in June) and ends with the next year's annual general meeting.

### 2.2 Notice of meeting:

- 2.2.1 A schedule containing the dates, times and locations of regular board meetings is posted on Hôpital Montfort's website. Changes to this schedule are also posted on the website.

### **2.3 Attendance:**

2.3.1 In order to ensure adequate space for attendees, all persons wishing to attend board meetings must give at least 48 hours notice to the board secretary. The board secretary is the president and CEO. The website clearly identifies who should be notified.

2.3.2 The chair may limit the number of participants if space is not sufficient.

### **2.4 Language of the meeting:**

2.4.1 Board meetings are conducted in French. However, if a person wishes to address the board, in accordance with point 2.8, he or she may do so in either French or English.

### **2.5 Code of conduct:**

2.5.1 Members of the public:

- must register upon arrival;
- may be invited to identify themselves;
- may not use cameras, video cameras or other recording devices during board meetings;
- must conduct themselves in an appropriate and respectful manner at all times.

2.5.2 The chair may, at his or her discretion, insist that a person exhibiting inappropriate conduct leave the premises.

### **2.6 Agenda for a public meeting:**

2.6.1 The meeting agenda is posted on the website and is made available during the meeting. Supporting documents are distributed to board members only.

### **2.7 Minutes of a public meeting:**

2.7.1 Approved minutes of a public meeting are posted to the hospital website.

### **2.8 Addressing the board of trustees:**

2.8.1 Persons wishing to address the board during a public meeting must ask for prior authorization. To do so, they must address the secretary at least ten working days before the meeting, outlining the subject they wish to raise and leaving a telephone number where they can be reached.

2.8.2 The request is passed on to the board chair, who will either add the topic to the agenda or deny the request. If the request is denied, the secretary will inform the requester or direct them to the appropriate person. (For example, a complaint regarding patient care may be directed to a member of the Quality and Risk Management department.)

2.8.3 Presentations by members of the public are limited to five minutes, except where otherwise indicated by the board chair.

2.8.4 The chair may limit the number of public presentations.

## **2.9 In-camera meetings:**

2.9.1 “In-camera sessions” are automatically included in each board agenda.

2.9.2 The board may meet in camera if it is deemed in the best interests of the hospital. The chair may decide that a meeting be held in camera or a trustee may request that a matter be debated in camera. The decision to do so is made by a majority vote of trustees in attendance.

2.9.3 The following matters will be discussed in camera:

- matters concerning property and goods;
- matters concerning litigation;
- contracts;
- all human resource matters;
- the appointment and renewal or non-renewal of medical staff;
- questions regarding specific patients;
- any other matter which, in the opinion of the board, should be discussed in camera.

2.9.4 Procedures for in-camera meetings:

- The meeting begins with the declaration of an in-camera session. During public meetings, the motion, reasons for it, and the vote surrounding an in-camera session are added to the minutes of the meeting.
- The chair asks people not included in the in-camera session to leave the room.
- Voting on resolutions passed during an in-camera session is done before the session is concluded, then a resolution to end the in-camera session is adopted.
- The board secretary drafts an account of in-camera discussions for board approval, but these are excluded from the minutes of the public meeting. Access to the minutes of an in-camera session is reserved solely for people authorized to take part in the in-camera session, given that such deliberations must remain confidential.
- Minutes of in-camera sessions are distributed for approval during a subsequent in-camera session. Once approved, the original is kept apart from other minutes by the board secretary. Copies of the in-camera session minutes distributed for approval are collected at the end of the meeting for shredding.

## **2.10 Board of trustee committee meetings:**

2.10.1 Committee meetings are not open to the public.

#### **4. REFERENCE MATERIALS AND ASSOCIATED REGULATIONS**

Bruyère Continuing Care – Public Meetings By the Board of Trustees – Governance Policies and Procedures – Governance 03 – approved by the board of trustees in April 2009.