

Board Meeting Procedure and Recording



Policy #	BRD-09	Date Created	September 2001
Authority	BOARD	Date of Last Review	November 2018

POLICY

Board meetings are held in accordance with the organizational by-laws and are open to the public. Proceedings for all meetings are recorded.

PROCEDURE

Regular Meetings

1. The Board of Directors meets regularly (at least quarterly).
2. The Executive Committee meets as required on the call of the Board Chair.
3. Other Board Committees meet at the call of the Committee chair.
4. All decisions made by the Board are recorded in the minutes. Once approved, minutes are made available to public and to staff.
5. Meetings may be held by alternate means (telephone, video etc.) when agreed to by the majority of members

In-Camera Meetings

1. The regular Board agenda will make provision for an *in camera* session. Topics for the session may be decided before, or during, a regular Board meeting.
2. Any motions considered at an *in camera* session shall be recorded in the appropriate regular Board minutes.
3. *In-camera* minutes shall not be distributed electronically. Paper copies, other than the original minutes shall be destroyed. The original, signed, minute shall be retained in the Board's locked filing cabinet. The Board filing cabinet will be kept locked and under the control of the board chair.

Retention of minutes

Board minutes (including *in camera* minutes) shall be maintained for the life span of the organization plus two years. The Chair and/or Secretary of the Board are responsible for maintaining the records in a safe location for two years following the dissolution of the

organization. At that time the Chair and/or Secretary shall ensure the shredding/permanent deletion all paper and electronic documents.