

## **Draft (#4) ANPLC Board Policy: *In Camera* Meetings**

### **Introduction**

*In Camera* Board meetings will be held when confidential topics need to be discussed. Generally meant for Board members only, other individuals may be invited. Meeting procedures may be adjusted to meet special circumstances as determined by those in attendance.

Topics may include but are not limited to:

- personnel items, human resource planning, labour relations
- legal and liability matters
- job performance assessments and evaluations
- allocation of financial resources

### ***In Camera* Meeting Procedure**

- The Board Chair will determine the necessity of an *In Camera* meeting.
- The Board Chair or designate will chair the meeting.
- *In camera* meeting minutes are separate from the general meeting minutes and are recorded by the Board Secretary or assigned designate in their absence. Minutes are to be forwarded to the Board Chair/Meeting Chair within one week of the meeting.
- Printed copies of the minutes will be provided by the Board Secretary/designate and presented to each Board member at the subsequent general meeting. Once read and approved these copies will be collected and shredded by the Secretary/designate. A copy of the minutes will be kept by the Board Chair. *In camera* minutes will not be circulated electronically unless specifically requested by the Board/Meeting Chair. Requests to access these minutes will be directed to the Board Chair for consideration.
- At the end of the Chair's term, the minutes will be passed along to the new Board Chair directly.