

*CSHP Board and Branch Reference Manual*

<b>CATEGORY: 1.2 Board</b>	<b>PAGES: 2</b>
<b>NUMBER: 1.2.9</b>	<b>EFFECTIVE: February 25, 2007</b>
<b>TITLE: In Camera Board Meetings</b>	<b>REVISED: October 2019 (Board Members)</b>

**POLICY:**

From time to time, the CSHP Board will, with the agreement of a majority of Board members present, meet in camera to discuss matters for which a level of confidentiality is determined to be appropriate.

All Board members are entitled to attend an in camera Board meeting unless specifically excluded due to a conflict of interest. Staff members, other members of CSHP, and non-members who are otherwise not entitled to attend and who are deemed to have knowledge or expertise to contribute to the discussions may be invited to join the in camera meeting.

*This policy applies to CSHP National and all its branches.*

**DEFINITIONS:**

**Board Members:** CSHP Board consists of Branch Delegates, President, Past President, President Elect, Treasurer, and Student Delegate.<sup>1</sup>

**In Camera Meetings** (also known as Executive Sessions): Any meeting of a deliberate assembly, or a portion of a meeting, at which the proceedings are secret.<sup>2</sup>

**PROCEDURES:**

1. An in camera Board meeting can be initiated either through:
  - a) Inclusion in an approved Board meeting agenda; or
  - b) A motion to go into an in camera meeting. A motion to go into an in camera meeting is a question of privilege which is carried with a majority vote.
2. All people present at the Board meeting who are not entitled or invited to participate in the in camera meeting must leave the meeting room prior to commencement of the in camera meeting.
3. If Board members who would be included in the assembly of the in camera meeting are absent, those members who are present are considered to be acting on behalf of those who are absent.
4. Minutes of discussions and decisions made at the in camera meeting may be taken, but remain confidential for the exclusive use of all Board members unless those present agree through majority vote to make the minutes or any part of the minutes, including decisions, available to other specified individuals not present. Approval of the minutes taken at an in

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- camera meeting is not required but if desired must be determined at the next meeting during which those who were excused from the in camera meeting are once again excused.
5. The procedures of conduct established by CSHP for Board meetings apply to the proceedings of in camera meetings.
  6. CSHP's Conflict of Interest Policy applies to all in camera meetings.

**REFERENCES:**

<sup>1</sup> CSHP Bylaws, Article 6.1

<sup>2</sup> Henry M. Robert III et al (eds.), Robert's Rules of Order Newly Revised, 10<sup>th</sup> ed., Perseus Publishing, Cambridge, Massachusetts, 2000, p. 92.