



MEDICINE HAT SOCCER ASSOCIATION



Policy Name:

'In Camera' Session

Original Effective Date:

November 6, 2017

Date of Last Amendment:

In Camera Sessions should be called to review and discuss matters of a sensitive nature such as litigation, legal issues, and HR matters.

1. An 'In Camera' session may be motioned by a member of the Board or Executive during any meeting on any important or confidential item.
2. Board/Executive minutes shall reflect entering into and exiting from an 'In Camera' session without recording the item discussed.
3. Board/Executive minutes shall not include a record of the 'In Camera' session or the discussion which occurred. The minutes of an 'In Camera' session shall be recorded and maintained under a separate 'Confidential' cover by the Board Secretary.
4. Minutes must be taken the same as regular meeting minutes. Minutes are not published but need to be approved by the board in the same fashion as regular minutes which should occur in-camera and a subsequent meeting.
5. Minutes from in-camera sessions may be requested by members of the association. Private information (FOIP or other relevant legislation) to be redacted from the document. The member will have supervised access to read the document at the Office but no copies or photos can be made.
6. All discussion held during an 'In Camera' session shall remain confidential to the MEMBERS participating in the session. The content of the session shall not be conveyed to any third party.
7. A MEMBER failing to comply with the conditions of the Association 'In Camera' policy shall be deemed in violation of the policy. After a motion duly made seconded and passed at a board of directors meeting shall be excused from future 'In Camera' sessions conducted by the Board/Executive of the association for a period of time to be determined in the motion. Such a MEMBER which has been deemed in violation of the policy shall be required to be excused from the room until such time as the 'In Camera' session is complete.
8. All handouts or documents presented or examined during the 'In Camera' session shall be returned to the Board Secretary. Such documents are not permitted to be retained by members and considered confidential documents.
9. A MEMBER may voluntarily abstain from participating in an 'In Camera' session. A MEMBER may declare a 'Conflict of Interest' prior to the beginning of a discussion during an 'In Camera' session. Such a MEMBER shall be required to be excused from the session until such time as the 'In Camera' session is complete. In exceptional circumstances the board may request the member to remain.
10. A MEMBER who has not declared a 'Conflict of Interest' but maintains an interest or perceived as having an interest in the proposed topic shall be identified. When a motion duly made seconded and passed has determined a conflict of interest exists the MEMBER shall be required to be excused from the session until the 'In Camera' session is complete.
11. Motions and actions from 'In Camera' sessions must be made available to the Association Board Members in good standing. 'In Camera' Session Policy and Procedure regarding confidentiality and conflict of interest applies to any such Board Member.