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Board of Governors Guidelines for In-Camera Session

1. In-camera means a part of a Board meeting without administration or other parties present for which there is no agenda, at which no minutes are taken, and from which recommendations may be moved to a Board or Committee meeting for a decision to be entered into the minutes.
2. All Board and committee meetings will include an in-camera session as the last item on the agenda. In-camera session matters, including all discussion, action, and documentation shall be kept in confidence by every Governor and attendee. If a Governor is participating by phone, they shall verbally confirm that no one else is present for this session.
3. The first part of any in-camera session will only include the Board, the President and the University Secretary, as applicable. The President, as applicable, will excuse himself for the second part of the in-camera session. Summary notes of the session may be taken by the University Secretary but will not be recorded in the minutes of the meeting. The Chair may invite advisors, such as legal counsel or auditors, to attend the in-camera session.
4. Notwithstanding 2. above, an in-camera session can be called at anytime during a meeting. The Recording Secretary will indicate in the minutes the start and finish times of the in-camera session.
5. In-camera sessions include matters of strategic Board governance for information, questions and discussion. These may include:
 - a. strategic advice to the President;
 - b. evaluation regarding the performance of the President;
 - c. external issues and risk management;
 - d. matters affecting Board or Committee effectiveness and efficiency;
 - e. labour relations or human resources matters;
 - f. financial, personal, contractual or other matters for which a decision must be made and where disclosure will be prejudicial;
 - g. matters relating to civil or criminal proceedings;
 - h. instructions given to or opinions received from legal counsel or a consultant;
 - i. personal information related to an individual;
 - j. other like items.
6. Governors in attendance at an in-camera session remain subject to the Board of Governors Code of Conduct policy with respect to matters being discussed at the session.
7. There is no agenda and no motions will be tabled or voted upon. Recommendations arising from the discussion may be moved to the subsequent Board meeting for a decision. This can be done through a request to the University Secretary to be put on Board agenda at next meeting or can be referred for discussion to a committee meeting.
8. After the meeting the Board Chair may discuss recommendations or actions, as per the recommendation of the Board, with the President and/or the University Secretary.