



Name:	Disclosure of Board Information Policy
Policy Number:	12-008
Approving Authority:	Board of Governors
Approved:	October 21, 2022
Responsible Office:	University Secretariat
Responsibility:	University Secretary
Revision Date(s):	Not applicable
Supersedes:	Not applicable
Next Required Review:	One year following approval, and every three years thereafter.

1. Purpose

- 1.1. The Board of Governors (the “Board”) is committed to principles of accountability and transparency to the University Community. At the same time, the Board is bound by the requirements of the Act and the Bylaws with respect to preserving confidentiality of board meeting proceedings, except as agreed or authorized by the Board.
- 1.2. Board decisions will be made only in accordance with the Act and the Bylaws and with official Board decision-making procedures at properly convened meetings of the Board and its Committees or by means of electronic approval.
- 1.3. This Policy stipulates what information emanating from meetings of the Board and its Committees is authorized to be made available to the University community by way of publication on the University’s official website.

2. Jurisdiction/Scope

- 2.1. This Policy applies to all meetings of the Board and Board committees (“Committees”) and information generated because of such meetings.

3. Definitions

- 3.1. Unless otherwise defined in this Policy, words capitalized in this Policy have the meaning given to them in the Act or the Bylaws.
- 3.2. The following words have the following meanings:
 - a. “**Act**” means the Saint Mary’s University Act, 1970, as amended from time to time.
 - b. “**Bylaws**” means the Bylaws of the University as adopted by the Board from time to time.
 - c. “**University Community**” means students, faculty, staff, and alumni of the University, and the public which is served by the University.

4. Policy

- 4.1. Notwithstanding Section 10 of the Bylaws, the Board authorizes the following information to be made available to the University Community by publication on the University's website:
- a. Meeting schedules for the Board and its Committees
 - b. Agendas for meetings of the Board and its Committees
 - c. Summaries prepared by the University Secretariat of meetings of the Board and its Committees, as approved by the Chair of the Board or respective chair of the Committee.
- 4.2. Agendas for Board meetings and meetings of Committees are prepared by the University Secretary in consultation with the Chair and chairs of Committees, as the case may be. Any member of the University Community may submit a suggestion for an addition to a Board or Committee agenda at any time by submission in writing to the University Secretary at board@smu.ca. Adding an item to any Board or Committee agenda is within the discretion of the Chair or Committee chair. Such discretion will be exercised based on whether the matter brought forward is within the purview of the Board. The University Secretary may request additional information from a submitter before forwarding a request to the Chair or Committee chair. Members of the University Community may consult with the University Secretary as to whether a matter is within the Board's purview or with respect to governance matters generally.
- 4.3. Any document made available pursuant to Section 4.1 above may be redacted if, in the opinion of the Board Chair or chair of the Committee, redaction of information is required to comply with the Act, the Bylaws, to protect the interests of the University or a third party, or to comply with a legal requirement.

5. Related Policies, Procedures, & Documents

- 5.1. Act
- 5.2. Bylaws