

OPEN AND CLOSED MEETING POLICY

Approved by: Board of Governors
Authorizer: Governance Committee
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POLICY STATEMENT

The public are welcome to observe the open portion of a Board meeting to facilitate the conduct of the Board's business in an open and transparent manner and generate trust, openness and accountability. Members of the public are invited to attend the meetings of the Board in accordance with the following policy.

SCOPE

This policy applies to all meetings of the Board.

DEFINITIONS

Board: The board of governors of the College.

Chair: The chair of the Board.

College: The Conestoga College Institute of Technology and Advanced Learning.

President: The president of the College.

PRINCIPLES

The public are welcome to observe the open portion of a Board meeting to facilitate the conduct of the Board's business in an open and transparent manner and generate trust, openness and accountability.

POLICY

1. To ensure adequate space is available, members of the public wishing to attend a Board meeting are requested to give at least 24 hours' notice to the board secretary.

2. Members of the public may be asked to identify themselves. Recording devices, videotaping and photography are prohibited. A person who displays improper conduct may be required to leave the meeting. In accordance with By-Law No. 1, members of the public shall be considered observers and shall not have speaking privileges unless expressly authorized by the Chair.
3. Agendas for the open portion of the meeting will be distributed at the meeting and may be obtained from the Secretary prior to the meeting. Supporting materials will be distributed only to the Board.
4. The Board may move into an in-camera session that is closed to the public or hold meetings that are closed to the public to address confidential matters in accordance with the criteria established in By-Law No. 1.
5. Minutes of all Board meetings, including closed in-camera sessions or meetings, shall be taken in accordance with the Confidentiality Policy.
6. Meetings of committees are not open to the public.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

- Conestoga College By-Law No. 1
- Confidentiality Policy
- Board Meeting Agenda Policy