

<b>WINCHESTER DISTRICT MEMORIAL HOSPITAL</b>	<b>MANUAL:</b> Hospital Policy Manual	<b>NUMBER:</b> AB0701
	<b>SECTION:</b> Organization	
<b>POLICY/PROCEDURE</b>	<b>TOPIC:</b> OPEN BOARD MEETINGS	<b>DATE:</b> April 2004

1. Unless otherwise determined by the Board of Directors, all meetings of the Board of Directors will be open to the staff, the public, and to the media.
2. No one, other than the Board, Management Staff or specifically-invited guests, will be permitted to ask questions of the Board or speak on any matter unless approved prior to the Board of Directors' meeting.
3. Applications to address the Board of Directors must be made in writing to the Chair of the Board fourteen (14) calendar days prior to the meeting and shall include the following information:
  - a) brief description of the nature of the presentation
  - b) supporting documentation (if any) which is to be presented
  - c) name of the organization or party represented (if any)
  - d) name and authorization of the spokesperson

The Executive Director will inform the Chairperson of the application. At each meeting the Chairperson will inform the Board of those applications which have been denied, if any.

4. A speaker shall be limited to a ten-minute presentation and will not be permitted to speak again unless requested by the Chair of the meeting.
5. Statements and/or responses to questions will be made only by the Chairperson, Executive Director, or those delegated to make such responses. Members of the Board, through the Chairperson, may ask questions of the delegates for clarification.
6. Any member of the Board or of the Administrative Staff present may, upon recognition by the Chairperson, on a "Point of Information", bring correction or clarification to the statements made.
7. The Chairperson may declare any portion of the meeting of the Board of Directors to be held "in camera". All persons other than the Board of Directors and approved staff will be asked to leave the meeting promptly. Delegations, media, and the general public may return to the meeting as soon as the matter being discussed has been resolved or deferred.
8. No Board-distributed materials may be given to the media or to members of the delegation in advance of the meeting without the express approval of the Chairperson of the Board of Directors.

9. The Board may request written proposals from a delegation or individual as a follow-up to any written presentation.
10. No decision is required to be made on a presentation at the meeting. The matter may be referred to the appropriate committee or Administration for input and, if so referred, a report will be sent to the presenter.

PREPARED BY: By-Laws/Nominating Committee

APPROVAL BY: \_\_\_\_\_  
Chair, Board of Directors

EFFECTIVE DATE: September 2004