

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**212
POLICY
In-Camera Meetings**

1. If, in the opinion of the Board, the public interest so requires, persons other than trustees may be excluded from a meeting.
2. If the Secretary-Treasurer is unable to attend the meeting, another employee must be appointed as acting Secretary-Treasurer, for the purpose of the meeting, to record motions and their disposition.
3. No trustee shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
4. The Board shall prepare a meeting summary containing a statement as to the general nature of the matters discussed and the general nature of the decisions reached at a meeting. The meeting summary shall be presented at the next regular public meeting of the Board and shall be open for inspection at all reasonable times.
5. The agenda and notice of meetings shall be prepared under the direction of the Chair in consultation with the Vice Chair, the Superintendent and the Secretary-Treasurer. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each trustee by delivery to the place designated by the trustee. Non-receipt by a trustee shall not void the proceedings.
6. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
 - a) salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - b) accident claims and other matters where Board liability may arise;
 - c) legal opinions respecting the liability or interest of the Board;

Cross Refs:

Adopted: January 15, 2008
Reviewed:
Revised: October 12, 2010

- d) the conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - e) medical reports;
 - f) matters pertaining to individual pupils including the conduct, discipline suspension or expulsion of pupils, truancy and indigent pupils;
 - g) staff changes including appointments, transfers, resignations, promotions and demotions;
 - h) purchase of real property including the designation of new sites, consideration of appraisal reports and account claimed by owners, determination of Board offers and expropriation procedures;
 - i) lease, sale or exchange of real property prior to finalization thereof;
 - j) matters pertaining to the safety, security or protection of Board property;
 - k) such other matters where the Board decides that the public interest is best served.
7. In the event both the Chair and the Vice Chair are absent the trustees present shall appoint a trustee to Chair the meeting.
8. A meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.