

WINCHESTER DISTRICT MEMORIAL HOSPITAL	MANUAL: Hospital Policy Manual	NUMBER: AB0701
	SECTION: Organization	
POLICY/PROCEDURE	TOPIC: OPEN BOARD MEETINGS	DATE: February 2025

POLICY STATEMENT

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.

PROCEDURE

1. No one, other than the Board, Administrative 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.
2. Applications to address the Board of Directors must be made in writing to the Chair of the Board 14 calendar days prior to the meeting and shall include the following information:
 - brief description of the nature of the presentation
 - supporting documentation (if any) which is to be presented
 - name of the organization or party represented (if any)
 - name and authorization of the spokesperson
3. The Chief Executive Officer will inform the Chair of the application. At each meeting the Chair will inform the Board of any applications that have been denied, if any.
4. A speaker shall be limited to the agenda allotted time 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 Chair, Chief Executive Officer, or those delegated to make such responses. Members of the Board may ask questions of the delegates for clarification.
6. Upon recognition by the Chair, any member of the Board or the Administrative Staff present may, on a *point of information*, bring correction or clarification to the statements made.
7. The Chair 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 members of the 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 Board Chair.
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 Administrative Staff for input and, if so referred, a report will be sent to the presenter.

ORIGINAL September 2004

REVISED February 2012
 March 2017

REVIEWED September 2020, February 2025

APPROVED:



Chair, Board of Directors

February 26, 2025
Date