

SECTION: Public Relations

DIRECTIVE: II-60 Version: 3

SUBJECT: Attendance at Board Meetings
by Media and General Public

AUTHORITY: Board of Governors

EFFECTIVE DATE			REVIEWED/REVISED DATE			POLICY	X	Procedure	X
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
06	22	92	11	17	94	Applies to: Board of Governors Public Observers, media			
			05	23	2005				
			01	28	2009				
			01	25	2012				
			10	22	2012				

POLICY

The Board of Governors' meetings shall be open to observers of the public except where the topic of discussion falls within the following list of items and in which case the media and public shall be required to leave:

- i) Discussion of a matter which is, or could become the subject of legal proceedings;
- ii) Receiving reports and discussion on the progress of collective bargaining and salary negotiations;
- iii) Discussion on the purchase and sale of real property when it is deemed a premature disclosure of the nature of the transaction and/or the price would not be in the public interest;
- iv) Discussion of personnel matters relating to an employee or member of the medical staff;
- v) Discussion of confidential matters concerning a patient;

The Chair of the Board may request a motion to move the meeting into a "closed session" on any matter under consideration by the Board and ask the media and public to leave.

No observer shall disrupt or disturb the Directors during the course of the meeting. Notwithstanding the above, if a person or persons disturbs or disrupts the meeting, the Chair has the authority to expel such persons from the meeting.

In the event a person wishes to address the Board, or committee of the Board, he/she shall give the Secretary of the Board notice in writing of such desire delivered at least fourteen (14) calendar days prior to the scheduled meeting of the Board. The said notice shall include the name, address and telephone number of the person who wishes to address the Board, the topic on which he or she wishes to speak, and any written material he or she wishes the Board to consider. Such address to the Board shall be limited to ten (10) minutes and in any event no more than three (3) presentations may be made at any one Board meeting.

PROCEDURE

Prior to attendance at Board meetings

- Arrange orientation for all reporters that will attend the hospital at the Board meetings.

At the Board meeting

- Distribute copies of:
 - Chief Executive Officer's Report
 - Chief of Staff's Report
 - Financial and Statistical Statements
 - Committee minutes that do not include "closed session" items
 - O.H.A. – F.Y.I.
 - WHGH Pulse
- Committee chairs review minutes excluding "Closed session" items
- Fifteen (15) minute recess
- Media may interview
 - Chair, Board of Governors
 - Chief Executive Officer
 - Others as authorized by the Chair
- Resume "closed Session" portion of the Board meeting and accept all reports.