

Sample Policy for Open Board Meetings for Public or Government Hospitals

Note: The following is a high-level summary of a sample policy and requirements will vary by state. This sample policy only applies to public or government hospitals.

Purpose

The public and staff are welcome to observe the open portion of the board's meeting to:

- Facilitate the conduct of the board's business in an open and transparent manner;
- Ensure the hospital maintains a close relationship with:
 - the public,
 - media,
 - stakeholder groups.
- Generate trust, openness and accountability.

Policy

Members of the public are invited to attend the meetings of the board in accordance with the following policy:

• **Notice of Meeting**

A schedule of the date, location and time of the board's regular meetings will be available from the board office and will be posted on the hospital's website. Changes in the schedule will be posted on the website.

• **Attendance**

To ensure adequate space is available, individuals wishing to attend must give at least 24 hours' notice to the board secretary. The board may limit the number of attendees if space is insufficient.

• **Conduct During the Meeting**

Members of the public may be asked to identify themselves. Recording devices, videotaping and photography are prohibited.

The chair may require anyone who displays disruptive conduct to leave.

• **Agendas and Board Materials**

Agendas will be distributed at the meeting and may be obtained from the board secretary prior to the meeting. Supporting materials will be distributed only to the board.

• **Executive Session or Closed Session**

The board may move for an executive session or hold special meetings that are not open to the public where it determines it is in the best interest of the hospital to do so. The chair may order that the meeting move to executive session or any director may request a matter be dealt with in executive session in which case a vote will be taken and if a majority of the board decides to do so the matter shall be dealt with in executive session.

The following matters will be dealt with in executive session:

- Matters involving property.
- Matters involving litigation.
- Material contracts.
- Human resource issues.
- Professional staff appointments, re-appointments and credentialing issues.
- Patient issues.
- Any matter that the board determines should be the subject of an executive session.

Guests or counsel may remain during an executive session with the permission of the chair or the consent of the meeting.

Requests for Interviews

Members of the public may not address the board or ask questions of the board without the permission of the chair. Individuals who wish to raise questions with the board must contact the board secretary in advance of the meeting.

Committee Meetings

Meetings of committees are not open to the public.

Contact Information

Board Secretary.

[address, telephone and e-mail]

Approval Date:

Last Review Date: