



Policy: IN CAMERA MEETINGS
Policy Number:

Implementation date: 26SEP2013

Revision date: 27FEB18

1. IN CAMERA MEETINGS

There are times when discussions within BUFA Executive Committee and BUFA Committees meetings must be kept confidential. This means that everything that was discussed, as well as the Minutes, are confidential. Such discussions are considered to be “in camera” meetings.

In camera meetings have a legitimate purpose but their use should be limited. Because in camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

2. FACTORS SUPPORTING IN CAMERA MEETINGS

In camera meetings should be considered where the following subject matter is to be discussed (the following list is not intended to be an exhaustive list, and other factors may be considered):

- a. Personnel matters about any identifiable individual, including employees or members of BUFA;
- b. Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
- c. Labour relations and negotiations;
- d. Litigation or potential litigation; or,
- e. The receiving of advice that is subject to privilege, including communications necessary for that purpose.

3. MINUTES OF IN CAMERA MEETINGS

Decisions made in an in camera meeting (including any in camera discussion within a broader meeting) and, when appropriate, the factors considered in determining to hold a discussion in camera, should be recorded in separate Minutes. The Recording Secretary should be part of the in camera meeting to keep the Minutes unless the circumstances require that he/she also be absent. In their absence, the Chair is responsible for ensuring that an appropriate record of the discussion is kept.

Minutes of an in camera meeting should be distributed to those who participated in the meeting and after their approval should be kept confidential and separately along with any materials considered as part of the in camera meeting. The BUFA Executive Assistant shall keep or cause to be kept a record of in camera Minutes.



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Any access to in camera Minutes is limited to the participants of the in camera meeting, anyone with a right to be present, and any other future BUFA Executive members.

Amended:

March 18, 2016 Added This means that everything that was discussed, as well as the Minutes, are confidential

March 18, 2016 Added, anyone with a right to be present

February 27, 2018 Changed his/her to their