



# NORTHUMBERLAND HILLS HOSPITAL

## BOARD OF DIRECTORS MANUAL

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CATEGORY:	GOVERNANCE	NUMBER: II-001
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
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### MEETINGS OF THE BOARD

#### Policy:

Meetings of the Board shall be held on the first Thursday of each calendar month except July and August, and shall be conducted in accordance with the By-laws of the Corporation. In addition, a special meeting of the Board may be held immediately before an annual general meeting to approve the financial statements of the Corporation if the Board has not already approved them. In addition, a meeting of the Board may be held immediately following an annual general meeting.

#### Purpose:

This policy is intended to (i) promote public accessibility to Board meetings and to demonstrate Board capability by ensuring maximum attendance by Directors, and (ii) set a meeting schedule appropriate for fulfilling the Board's responsibilities pursuant to the By-Laws.

#### Procedure:

1. Meetings of the Board shall be open to the public to attend as observers.
2. A schedule of regular meetings for the year shall be set by the Chair at the first meeting following the Annual General Meeting. The schedule shall be presented to all directors and shall be available to any member of the public by inclusion on the Corporation's website.
3. Presentations to the Board will be by invitation only. Requests to address the Board must be submitted in writing to the Chief Executive Officer who shall inform the Chair of all such requests received. Invitations will be extended by the Chair through the Chief Executive Officer. If such a request is declined by the Chair, the person making the request is entitled to submit the request in writing to the Board and the final decision on whether to hear the

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presentation will be made by the Board.

4. Following approval, the minutes of the meeting of the Board shall be accessible to the membership at the office of the Secretary.
5. The Secretary of the Corporation shall record attendance. Regrets for each Board and Committee meeting shall be directed to the Secretary.

**References:**

NHH By-law

**Approved:**

November 1998

May 2001

April 2002

February 2003

March 2006

April 2011

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