

Whitehorse Women's Hockey Association

Policy Name: In Camera Meeting Policy	Policy Number: WWHA-11
Approval Date: May 9, 2017	Policy Manual Section: n.a.

SCOPE

There are times when discussions within WWHA Executive meetings must be kept confidential. Such discussions are considered to be "*in camera*" meetings. *In camera* meetings have a legitimate purpose but their use should be limited.

POLICY

In camera meetings may be used by the WWHA Executive.

DEFINITIONS

In camera: A private session without recorded notes or minutes.

GUIDELINES

1. 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.
 - 1.1 *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):
 - 1.1.1 Personal matters about any identifiable individual, including employees, Directors, participants, or Members of the WWHA;
 - 1.1.2 Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
 - 1.1.3 Litigation or potential litigation; or
 - 1.1.4 The receiving of advice that is subject to privilege, including communications necessary for that purpose.
2. Minutes will not be taken; however, the start and end time of the *In camera* session will be recorded.

RELATED POLICIES

None