
SATURNA ISLAND FIRE PROTECTION SOCIETY

POLICY #11 IN-CAMERA MEETING

Adopted: May 11, 2019

Amended: January 13, 2025

Purpose

“In-Camera Meetings” are meetings that concern agenda items pertaining to land, legal issues, and individuals. The items of any in-camera meeting are deemed to be sensitive in nature and are subject to the special rules outlined in this policy. In-camera meetings can take place as part of general meetings, but they are treated as distinct sessions with separate agendas and procedures to ensure confidentiality.

Policy

- Only matters of a sensitive nature shall be discussed “in camera.” Examples include personnel and volunteer matters, legal and contractual issues (such as litigation, advice, or competitive bids), property transactions (acquisition, sale, or lease), and other matters involving personal information or confidentiality.
- The Directors’ meeting agenda shall provide for an “in camera” session.
- Tape recording of meeting will be deleted once minutes are approved.
- There will be a motion to go into and out of “in camera” meetings.
- All “in camera” meetings shall have minutes and the minutes must be approved at the next “in camera” meeting.
- “In camera” minutes will show persons present, start and end time of meeting, motions, voting and any formal objections.
- To maintain confidentiality, minutes of “in camera” sessions should be filed in a separate envelope in the Minute binder. Only elected directors shall have access to them.
- All “in camera” meetings shall be open to the current elected directors only, plus any guest the directors choose to be present.
- Motions made “in camera” shall be reported out and included in the general minutes at the next Board meeting. If the issue is still unresolved, the motion shall be reported out as soon as possible thereafter.