

# Policy on In-Camera Meetings

DATE OF EFFECT: 11-26-2025

LAST REVISED: 11-26-2025

## PURPOSE & SCOPE

This policy provides a framework for holding "in-camera" discussions, which are closed sessions of the Board of Directors. The purpose is to address sensitive matters that require strict confidentiality. These sessions ensure that confidential information remains private while upholding the principles of transparency and accountability within Rural Artists Against Hate (RAAH).

## DEFINITION OF AN IN-CAMERA SESSION

An in-camera session is a meeting, or a portion of a meeting, where non-Board members are excluded. This policy applies to all RAAH Board meetings.

## APPROPRIATE TOPICS FOR IN-CAMERA SESSIONS

In-camera sessions are to be used only for a specific and limited set of topics where discretion is essential. These topics include:

- Legal Matters: Discussions related to pending or potential litigation, legal advice, or other legal issues.
- Confidential Human Resources Matters: Discussions about individuals, including Board member appointments, Board member performance reviews, or other sensitive personnel matters.
- Contractual and Financial Negotiations: Discussions involving ongoing negotiations, sensitive financial details, or a third party's confidential information.
- Privacy and Confidentiality: Discussions involving information where disclosure would violate an individual's privacy.

## PROCEDURE FOR IN-CAMERA SESSIONS

All Board members, by virtue of their position, are expected to act with discretion and professional judgment.

- Requesting a Session: An in-camera session can be requested by any Director.
- Opening a Session: The Chair will announce the motion to move to an in-camera session. Once the motion is passed, the Chair will ask all non-Board members, including any volunteers or artists present, to leave the room. This will be noted in the minutes.
- Discussion: During the in-camera session, no formal motions will be passed. The purpose is for discussion and information sharing only.
- Closing a Session: Once the discussion is complete, the Chair will announce the motion to return to the regular session. This will be noted in the minutes.

## MINUTES OF AN IN-CAMERA SESSION

Due to the confidential nature of the discussion, formal minutes of an in-camera session are not taken. However, a summary of the session will be added to the minutes of the regular meeting, noting only the general subject matter, without details that would breach confidentiality. This ensures a record is kept for legal and governance purposes.

## VIOLATIONS OF CONFIDENTIALITY

Any breach of confidentiality regarding in-camera discussions is considered a serious offense and a violation of the Board's Code of Conduct. Such a breach will be reviewed by the full Board, and appropriate action will be taken.

## MONITORING & EVALUATION

The Board will conduct a review of this policy at least once every two years as part of the Board and Peer evaluation process. This review will assess the effectiveness of the policy in protecting confidentiality while maintaining transparency, ensuring our governance structures remain aligned with the mission and values of RAAH.