

STANDARD OPERATING PROCEDURE

CLOSING A MEETING BOARD OF DIRECTORS

I. Purpose

The Chair of North Central Texas Trauma Regional Advisory Council (NCTTRAC) Board of Directors (Board) has the authority to close a Board Meeting.

II. Indications

Those situations warranting a closed meeting may include, but are not limited to clinical quality management, personnel, or privileged legal matters.

III. Notification of Members of the Board of Directors

A. Members of the Board of Directors (Board) will be notified of a planned closed meeting prior to the closed meeting.

B. In the event that the need arises to close the meeting during a Board meeting in progress, the Chair may request that all guests present at the time leave the room in order to convene a “closed meeting”.

IV. Recording Minutes or Outcomes of “Closed Meetings”

A. The Secretary, or a designee of the Chair, will record minutes or notes that may include action items of closed meetings. Those minutes or notes will not be maintained or filed in the same manner as other official meeting minutes or notes. They shall be documented and stored in a confidential manner in a secure location with the official records of NCTTRAC.

B. Outcomes may be summarized and shared with those related to the closed meeting on a need to know basis by the Chair or the Executive Director.

V. Closed Meeting Minutes Access

A. Closed Meeting minutes can be accessed by the Chair, the Executive Director and any other parties specifically identified during the meeting and documented in the minutes.

B. Request by other parties must be approved by a vote of the Board.