

Editors' Association of Canada/Association canadienne des réviseurs Confidentiality Procedures

Effective date: June 2016

These are the procedures to implement the Editors' Association of Canada *Confidentiality Policy*.

Appropriate topics for choosing to go *in camera*

Meetings can go *in camera* for items that Editors' Association of Canada (Editors Canada) members and affiliates should not know about because they would cause harm to a member, affiliate or staff person.

These are appropriate topics for an *in camera* discussion:

- human resources topics
- discipline of members or affiliates
- disputes between members and affiliates that have been brought to the national executive council (NEC), branch executive or twig coordinators
- disputes between members and non-members, or affiliates and non-members, that have been brought to the NEC, branch executive or twig coordinators
- issues brought to the NEC by the mediator
- sensitive financial information such as negotiations and responses to requests for quotations (but not the requests for quotations themselves)
- certain legal issues involving Editors Canada

Procedure for going *in camera*

There must be a motion, a second and a vote to go *in camera*. Before going *in camera*, the chair or coordinator must confirm the following:

- that information from the discussion should not be available to members
- that the reason to keep the information confidential fits the agreed-to criteria
- that the issue cannot be adequately addressed in the regular part of the meeting without including the confidential information

Votes will not be taken *in camera*. Such votes would not appear in the public minutes, so they would not be binding. An informal vote may occur *in camera*, but a formal vote must be taken after the *in camera* session is over.

Storing *in camera* minutes

Minutes for *in camera* discussions are recorded separately from the main minutes. For NEC *in camera* minutes, the NEC members review and approve them.

NEC *in camera* minutes are securely stored at the national office, separate from regular meeting minutes. Only the executive director and the NEC have access to the *in camera* minutes. Access is granted by person, not position, so only those who participated in any given *in camera* session will be allowed access to those minutes, unless a situation legally requires broader access.

Branches and twigs must arrange to securely store any of their *in camera* minutes.

Revisions

Substantive revisions to these procedures must be authorized by a majority of the votes cast by members of the association at a general meeting.