



APPROVED

Board Policy: Board Packet Confidentiality

Policy Statement

It is the policy of The Mountaineers to encourage access to and review by our membership, subject to the exceptions described below, of the packets that are distributed to the Board of Directors of The Mountaineers prior to each board meeting. The intent of this policy is to promote general knowledge of the work of the board as well as the exchange of information and ideas between members and the board, while at the same time preserving the confidentiality of portions of the board packet where such confidentiality is determined by the Executive Committee of the board or the board itself to be in the best interests of The Mountaineers.

Application

1. The Board Packet will generally consist of two portions:
 - A. An open portion, accessible to members of The Mountaineers, and where deemed appropriate by the board or the Executive Committee, to the public; and
 - B. Confidential Appendices.
2. The Agenda for the board meetings shall always be open to the membership, and may, at the direction of the board, be made public.
3. Portions of or all financial and program matters for the Books Division shall normally be considered confidential, as recommended by the Books Division and determined by the Executive Committee, in order to protect competition-sensitive information from disclosure.
4. The following additional matters shall be treated as confidential on a case by case basis in the discretion of the Executive Committee:
 - A. Personnel matters.
 - B. Matters pertaining to potential liability and threatened or actual litigation.
 - C. Matters subject to negotiation with other persons or entities where disclosure would harm the competitive interests of The Mountaineers.
 - D. Other information of any type which the Executive Committee determines might, if publicly disclosed, either prematurely, or at any time, impair or negatively impact the interests of The Mountaineers or other organizations or individuals.



5. The board of directors or the Executive Committee may determine that material previously held as confidential may, subject to any applicable laws, be released to the membership or to the public.

Policy Owner: Chief Executive Officer