

Pelham Windham Razorbacks - Board Meeting Closed Session - Disclosure Policy

This Policy shall serve as a guideline to the Pelham Windham Razorbacks Board of Directors regarding communication to the general Razorback membership rising from closed Board sessions or special meetings of the Board. It should also serve as a guideline for the Board in setting reporting requirements for committees, whether formed by bylaw, rule, and regulation or appointed.

The Board of Directors recognizes that many important matters that affect the Razorback organization are discussed and voted on in closed meetings of the Board of Directors. The Board also recognizes that many of these matters relate to the reputation of individual members, coaches, children, committee members, donors and Board members and should be treated with the upmost confidentiality. However, the Board also recognizes that many matters should be communicated to the membership and shall, whenever possible, bring such matters, a summary of related debate and the result of voting to the attention of the membership. In many cases the board may move to solicit the opinion of the general membership on matters and take such opinion into consideration before detailed discussion begins, final votes are taken or policy is issued.

All matters of a personal nature, including discipline matters, complaints against one or more members or children, committees or their members, or the board (whether they result in action on the part of the board or not), voting records of individual board members, communication of a personal nature, allegations, accusations, or concerns of a personal nature SHALL REMAIN CONFIDENTIAL and shall not be communicated to any member of the organization or any person outside of the organization, who is not in a critical, need to know position. The Board may communicate that a matter has come before the Board and was considered in closed session without revealing the nature of the matter or names in order to protect confidentiality and minimize legal risk for the Board and the organization.

The form of said communication shall be a session entitled "Report from the Board" to take place at each General Meeting. This report shall include the following:

1. The results of any final vote on a matter taken by the Board. It is not necessary to disclose which member voted which way on any matter, although Board Members are free to disclose their own support or vote.
2. Any substantive matters and the progress made on those matters that have been brought forward for discussion.
3. Report on the formation of any committees and progress or reports of those committees if a committee representative is not available to report subject to "Committee Disclosure" as set out in this policy.
4. Any other matters that the Board may decide.
5. Exceptions to this shall be made if one or more Board Member (s) who can provide the most relevant information or background is not present at a general meeting. If this is the case, the board shall recognize the issue and table any reporting, debate or questions on the matter until the next meeting.

The above stated are guidelines that the board shall give good faith and best effort to follow. However, deviation from these guidelines shall not void any decision or vote of the Board or Directors.

Committee Disclosure

Each committee shall appoint one representative to disclose the following at each general meeting:

Number of meetings since the last report, attendees at all meetings, any members of the organization or public persons also in attendance, matters discussed, results of any votes, progress, or reviews. Matters that the committee intends to consider or continuing to consider to that the members of the organization may have a chance to provide opinion or suggestions.

The Board may extend this reporting requirement as necessary. The Board, from time to time, may ask committees and their chairpersons to led discussions with the general membership should that committee have specific subject matter expertise.

Date: 04/22/09