

AGA BOARD POLICY CONFIDENTIAL COMMUNICATIONS AND DOCUMENTS

The Board recognizes that in situations where sensitive information (such as, negotiations with a third party, evaluation of job candidates, evaluation of incumbent officers, consideration for special awards, etc.) is discussed either orally or through written communication, such discussions must be confidential so as to protect the best interests of the AGA. Any AGA officer initiating such a discussion may propose to the Chair that the discussion be designated confidential. A majority vote of the Directors is required before confidentiality can be imposed. If time is of the essence, the proposal may be made through email or telephone call. In such case, for expediency the Chair may rule on the confidentiality of the discussion; however, as soon as practicable, the confidentiality must be ratified by a majority vote of the Board. Likewise, documentation of specific information used in a Board decision may also be classified as confidential. Confidential documents must be stored in a manner which restricts access to authorized officers of the AGA.

It is the duty of all officers of the AGA to protect confidential communications and documents to which they have access. A Director may not be denied access to any confidential information. The Board can grant other officers of the AGA access to confidential information as required for the performance of their duties. It is also the duty of all officers of the AGA to ensure that confidentiality is not abused.

Any Director may make a motion that any confidential document or communication be released from protection. A Director may also make a motion that a confidential document be destroyed when its usefulness to the AGA has been fulfilled.

- enacted July 13, 2008