



3.2.5 – Confidential Discussion Process

Purpose: To provide a process for maintaining the confidentiality of discussions of individuals recommended for awards, appointments, or other comparable situations.

For timeliness, the Board of Directors is often called upon to participate in email votes to approve individuals recommended for awards, appointments, or other comparable situations. During the discussion period, it's possible that a Board member may have concerns regarding such issues as eligibility, appropriateness of the award, knowledge of impropriety, past experiences with an individual, etc. In the interest of confidentiality and because of concern about email discussion security, the following process will be utilized to eliminate a large flurry of confidential emails.

- 1) During the discussion period before a Board vote on an individual, if a Board member has a serious concern related to the recommended individual, that member will send a confidential email to the MRS President, the MRS Secretary, and the MRS Executive Director. Alternatively, if an ethical issue is involved, or he/she is uncomfortable utilizing email in this case, the Board member can choose to place a call to any of these three, rather than an email.
- 2) The MRS President, the MRS Secretary and/or the MRS Executive Director will have an initial discussion or email dialogue with the Board Member raising the issue. If clarification is needed from another party (e.g. a committee chair) necessitating a delay in the vote, the following steps will be taken:
 - a) The MRS Secretary will notify the Board that the vote will be delayed pending discussions with the committee chair, group leader, or individual who has made the recommendation, and with the Executive Committee. The nature of the issue will not be disclosed at this point.
 - b) The MRS Secretary will contact the committee chair, group leader, or individual who has made the recommendation, to get feedback.
 - c) The Executive Committee will convene a teleconference to include the Board member raising the issue and where practical, the committee chair, group leader, or individual who has made the recommendation. If the recommending individual cannot participate, the MRS Secretary will convey information from them to the Executive Committee.
 - d) The Executive Committee will report to the Board, providing information on how the matter was resolved and/or additional information for the Board to consider for the upcoming vote. The voting process will continue following this communication

Confidential discussions regarding Volunteer Behavior: Refer to Policy 3 4 7 MRS Volunteer Behavior

Deliverables: N/A; Review policy every three years or as needed

Who: Secretary

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: GovCom

Policy first adopted: Feb. 27, 2013

Last modified: Sept. 23, 2015 – Email Vote (Expanded beyond Award discussions); April 2024

Last reviewed: Sept. 2015; April 2024

Enacting Legislation: B:2013:10: B:2015:28: B2024:08 (S24 Consent Agenda)

Policy created by: GovCom Party responsible for this policy: Secretary/GovCom