



PROPOSED AMENDMENT TO BBG BY-LAWS: Incorporating Protocol for Release of Materials from Closed Board Meetings

The Board directed the IBB Director in September 2011 to develop a protocol for producing minutes for all future closed meetings of the plenary Board and releasing to the public such portions of the minutes as may be lawful and prudent to release. The Board specified that the protocol should involve a mechanism to allow interested Governors to review the minutes prior to their release.

The Governance Committee considered a protocol for the release of materials from closed Board meetings at the November 2011 Governance Committee meeting. IBB Staff presented an updated proposed protocol at the February 2012 Governance Committee meeting.

At the March 8, 2012 Board meeting the plenary Board adopted November 2011 Governance Committee report which included the proposed protocol and directed the Board Secretary to incorporate the protocol into the BBG By-Laws.

The following By-Law amendment is proposed to incorporate the protocol for the release of materials from closed Board meetings into the BBG By-Laws and comply with the Board's direction:

2.12 MINUTES

A record of decisions of the Board of Governors shall be made available to all members of the Board of Governors as soon as practicable after each meeting. The record of decisions shall include a written summary describing the topics discussed at the meeting and the decisions adopted by the Board and the voting Governors with respect thereto. In addition, closed sessions of the Board shall be recorded and made available in accordance with the requirements of the Government in the Sunshine Act and the Board's protocol for release of materials from closed Board meetings (Appendix 1).

**PROTOCOL FOR RELEASE OF MATERIALS
FROM CLOSED BOARD MEETINGS**

Closed Board meetings, or closed portions of open Board meetings, shall be recorded, either via video with audio, audio only, or by stenographer. The Board Secretary will create a complete record of the closed proceedings (either a verbatim transcript or unabridged recording, at the Board Secretary's discretion) in draft form within three (3) business days of a closed meeting or session; for meetings recorded by stenographer, a transcript should be obtained from the stenographer within three (3) business days.

The Board Secretary will highlight statements, testimony, or other information that may be subject to withholding from public release under the Government in the Sunshine Act (GISA) within three (3) business days. Interested Governors shall be provided a copy of the draft complete record to review not later than ten (10) calendar days after a closed meeting or session and should return the draft complete record with comments to the Board Secretary within five (5) business days.

The Board Secretary will finalize the complete record for legal sufficiency and compliance with the GISA and coordinate with Public Affairs for posting to the Agency's public website. The entire process should be completed in fewer than twenty-one (21) calendar days.

The Board Secretary shall maintain the original complete draft record and/or complete unabridged electronic recording of each meeting or portion of a meeting closed to the public for at least two years after such meeting, or until one year after the conclusion of any Board proceeding with respect to which the meeting or portion was held, whichever occurs later. After the applicable holding period expires, the Board Secretary shall dispose of such records in accordance with the Agency's applicable document retention schedule.

Once materials from closed Board meetings have been made available to the public, there is no requirement to maintain their availability beyond initial release. However, materials released to the public should generally be kept publically available on the Agency's website as long as space and funding permits.