

**CONFIDENTIALITY POLICY
FOR BOARD MEMBERS, REGIONAL COUNCIL MEMBERS, AND STAFF**

The following policies apply to members of the USGBC Texas Chapter Board of Directors (Chapter BOD), its staff, Regional Council (RC) members, volunteers, and to members of committees authorized by the Board. References in the policies to board members are intended also to apply to committee members.

1. Chapter BOD and RC Meetings: On any vote of the Chapter BOD and RC, both the numbers of affirmative and negative votes and the individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of individual votes must be kept on file.
2. Chapter BOD, RC, and staff members shall not disclose to anyone outside of USGBC Texas the statements, positions, or votes by any Chapter BOD or RC member on actions taken. Only in extraordinary situations will a Chapter BOD or RC member disclose his or her position or vote on an action, and only after advising the Chapter BOD's chair (or RC Chair) before making such a disclosure.
3. The general "sense of the board" on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the Chapter BOD's, or RC's, concerns. However, such information should only be shared with the concerned party. In addition, such information may be shared with a donor or with another grantmaker when the information has been requested and is deemed important in helping the donor or grantmaker arrive at an informed decision on a grant proposal or opportunity.
4. Executive Sessions: The minutes of the meeting shall indicate when the Chapter BOD goes into executive session but shall not normally reflect any of the topics or discussion that occurs in executive session. However, when the Chapter BOD takes an action in executive session that needs to be recorded, the Chapter Chair will provide any such text that is to be included in the official minutes of the meeting.
5. Chapter BOD and RC Docket: The docket prepared for the Chapter BOD and staff is confidential and should be treated as an internal document restricted to Chapter use. No portion of the docket may be shared, in written or oral form, with any individual or with any organization outside of USGBC Texas. Exceptions may be made only with the consent of the chief executive.
6. Personal Information on Chapter BOD, RC members and Staff: The home addresses, telephone numbers, fax numbers, and e-mail addresses of Chapter BOD, RC, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.
7. Information on a Donor's Fund: All information concerning a donor's fund, other than information published in the annual report, newsletter, or Chapter publication, shall remain confidential unless approved by the donor. This includes information on the size and types of grants, the size of the fund, and other such information.
8. Information on Donors and Prospects: All information obtained about donors and prospective donors will remain confidential and not discussed with any individual other

than a Chapter BOD, volunteer or staff member, unless otherwise authorized by the donor or prospective donor.

9. The home addresses, telephone numbers, fax numbers, or e-mail addresses of donors and prospective donors are not to be given out to any individual or organization without the express permission of the person to be disclosed.
10. When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor's wishes are to be honored.
11. All staff members shall adhere to the principle that all donor and prospect information created by, or on behalf of, USGBC Texas Chapter is the property of the Chapter and shall not be transferred or utilized except on the Chapter's behalf.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: Board Member, Regional Council Member, Staff Member

Signature: Board Member, Regional Council Member, Staff Member

Date