The Evergreen Oversight Board (EOB) recognizes and upholds the fundamental importance of transparency and accountability in all its activities. Accordingly, it is the policy of the Project and the EOB to be open about its activities. All regularly scheduled monthly meetings of the EOB are held in IRC and publicly logged in order to provide that openness and transparency. However, there are times when the Board must discuss sensitive issues that must, by their nature, be discussed privately. In those rare cases, the Chairperson, the Vice Chairperson, or any three (3) Board members may call an Executive Session of the Board.

**Executive Session**

An executive session of a deliberative assembly is, in short, any meeting, or a portion of a meeting, where the proceedings are secret. A meeting enters into executive session only when required by rule or established custom, or upon the adoption of a motion to do so. A motion to go into executive session is a question of privilege and therefore is adopted by a majority vote.

Whenever a meeting is being held in executive session, only members of the body that is meeting and special invitees as the body or its officers determine to be necessary are allowed to attend. Anyone present is honor-bound not to divulge anything that occurred. The minutes and actions, of an executive session must be read and acted upon only in executive session. The minutes of an executive session may be reviewed and approved by email via a private EOB email list or at an executive session held solely for that purpose.

From time to time the EOB and the Software Freedom Conservancy (SFC) find it prudent to communicate via a private email list. Those communications should be treated as privileged and confidential unless the legal counsel of the SFC and the officers of the Board specifically agree that the information, or portion thereof, may be discussed publicly.

The following information shall be confidential:

(a) **privileged information including attorney-client advice and work product information and disciplinary and investigatory information generated within or for the Evergreen Project or the SFC;**

(b) **information whose distribution is proscribed by applicable federal, state, or local law, or by EOB Bylaws or Policies, or by SFC Bylaws or Policies under the Fiscal Sponsorship Agreement;**