

**COMMITTEE ON PLANNING AND BUDGET
CONFIDENTIALITY AND CONFLICT OF INTEREST STATEMENT**

Confidentiality of CPB proceedings is necessary to encourage open debate among members and to prevent misleading or incomplete information from being transmitted outside of the committee. CPB agrees that strict confidence will be maintained with respect to all aspects of its deliberations.

While reviews are in progress, the only communications outside CPB relating to these reviews will be for the purposes of gathering information, through official channels and as overseen by the Chair. While the list of issues and visitors to Committee meetings (in the form of a redacted version of the agenda) of CPB is public, and may be shared freely, all aspects of the Committee's internal discussions leading up to its formal, written, and disseminated memos and declarations are to remain in strictest confidence. Discussions outside of the Committee should not reveal the direction of current deliberations or the specific statements of individuals, whether attributed to that individual or not. Once decisions are reached, the conclusions that appear in the minutes and memoranda that are made available to the public may be discussed outside of CPB.

Members of the campus community presenting material to or coming before the Committee will be requested to inform the Committee when confidentiality is desired; in such cases the Minutes will note that a discussion took place without reporting on the specific content of the discussion. CPB recognizes the necessity of not jeopardizing sensitive negotiations while they are in progress. Most issues that come before CPB become public but in the form of memos that state the position of the committee and are attested to by the Chair. CPB expects members of the campus community appearing before the Committee to respect the above agreements and to refrain from identifying the individual positions taken by committee members during CPB discussions which they attend.

Policy on Conflict of Interest & Recusal for CPB

In issues that involve a clear conflict of interest (with the conflict of interest being either departmental or personal) of a member of CPB on either a departmental review or an issue of controversy, affected CPB members will leave the room for the discussion of the relevant topic. The issue of what constitutes a conflict of interest will initially be judged by the Chair, although a judgment of conflict of interest can be exercised or overruled by majority vote of the committee. The materials associated with the topic will be distributed to all members of the Committee.

Approved September 26, 2024 by 2024-25 Committee on Planning and Budget.