



## **International Warehouse Logistics Association ANTITRUST GUIDELINES FOR BOARD AND EXECUTIVE MEETINGS**

To minimize the possibility of antitrust problems, the following guidelines should be followed at all meetings of IWLA Board and Executive Committee.

### **Procedures for Meetings**

- 1) Meetings should be held only when there are proper items of substance to be discussed.
- 2) In advance of every meeting, a notice of meeting, along with an agenda, should be sent to each member of the group
- 3) If a member brings up a subject of doubtful legality for discussion at a meeting, IWLA staff should inform the member that the subject is not proper for discussion.
- 4) If the subject of prices, costs or other competitive practices is raised by others at the meeting, staff must, if necessary, halt the meeting. Minutes of all Board and Executive Committee meetings are kept at IWLA. The IWLA Vice President will review draft meeting minutes before they are distributed to meeting participants. Minutes should summarize accurately the actions taken at meetings, if any.
- 5) Members should not be coerced in any way into taking part in IWLA activities.
- 6) It is essential that members cooperate with IWLA antitrust procedures and advice from staff on these matters.