

**MEREDITH CORPORATION**  
**CORPORATE GOVERNANCE GUIDELINES**

**Governance Guidelines**

The following principles have been approved by the Board of Directors and, along with the charters and key practices of the Board Committee, provide the framework for the governance of Meredith Corporation

**Director Qualifications**

The Board will have a majority of directors who meet the criteria for independence required by the New York Stock Exchange. The Nominating/Governance Committee is responsible for reviewing with the Board, on an annual basis, the requisite skills and characteristics of new board members as well as the composition of the Board as a whole. This assessment will include members' qualification as independent, as well as consideration of diversity, age, skills, and experience in the context of the needs of the Board. Nominees for directorship will be selected by the Nominating/Governance Committee in accordance with the policies and principles in its charter. The invitation to join the Board should be extended by the Board itself, by the Chair of the Nominating/Governance Committee and the Chair of the Board.

It is the sense of the Board that a size of 7 to 12 is appropriate. However, the Board would be willing to go to a somewhat larger size in order to accommodate the availability of an outstanding candidate.

It is the sense of the Board that individual directors who change the responsibility they held when they were elected to the Board should volunteer to resign from the Board. It is not the sense of the Board that in every instance the directors who retire or change from the position they held when they came on the Board should necessarily leave the Board. There should, however, be an opportunity for the Board through the Nominating/ Governance Committee to review the continued appropriateness of board membership under the circumstances.

The Board of Directors has chosen specifically not to limit the number of other public company boards on which a director may sit. Instead, the Board believes this determination is best made in light of all relevant considerations relating to a particular director, including such director's professional and personal circumstances, such director's current career responsibilities and time demands with respect to his/her employer or business, such director's commitments and time demands as a board member of other public or private companies (including the workload associated with the board committees applicable to such director), and such director's commitments to other for-profit and/or non-profit endeavors.

Directors should advise the Chair of the Board and the Chair of the Nominating/ Governance Committee in advance of accepting an invitation to serve on another public company board. No director may serve on the Board past the Annual Meeting of the Company following their 72<sup>nd</sup> birthday.

The Board does not believe it should establish term limits. While term limits could help insure that there are fresh ideas and viewpoints available to the Board, they hold the disadvantage of losing the contribution of directors who have been able to develop, over a period of time, increasing insight into the Company and its operations and, therefore, provide an increasing contribution to the Board as a whole through this "institutional knowledge." As an alternative to term limits, the

Nominating/Governance Committee will review each director's continuation on the Board every three years. This will allow each director the opportunity to conveniently confirm his or her desire to continue as a member of the Board.

### **Director Responsibilities and Board Leadership**

The basic responsibility of the directors is to exercise their business judgment to act in what they reasonably believe to be the best interests of the Company and its shareholders. In discharging that obligation, directors should be entitled to rely on the honesty and integrity of the Company's senior executives and its outside advisors and auditors as well as outside advisors engaged by the Board or its committees. The directors shall also be entitled to have the Company purchase reasonable directors' and officers' liability insurance on their behalf, to the benefits of indemnification to the fullest extent permitted by law and the Company's charter, bylaws and any indemnification agreements, and to exculpation as provided by state law and the Company's charter.

All directors are expected to own stock in the Company. Non-employee directors are encouraged to own the lesser in value of 7,500 shares of Company stock, or three times the annual cash Board retainer for non-employee directors within five years of the date of their initial appointment or election. The share value shall be calculated using a 200-day average stock price.

Directors are expected to attend Board meetings and meetings of committees on which they serve, and to spend the time needed and meet as frequently as necessary to properly discharge their responsibilities. Information and data that are important to the Board's understanding of the business to be conducted at a Board or committee meeting should generally be distributed in writing to the directors before the meeting, and directors should review these materials in advance of the meeting.

The Board has no policy with respect to the separation of the offices of Chair and the Chief Executive Officer. The Board believes that this issue is part of the succession planning process and that it is in the best interests of the Company for the Board to make a determination on a periodic basis.

In the event that the Company does not have an independent Chair of the Board, the independent directors may designate a lead independent director. The name of the Chair or lead independent director will be listed in the Company's proxy statement. The independent Chair or lead independent director will be responsible for coordinating the activities of the independent directors. In addition to the duties of all Board members, the specific responsibilities of the independent Chair or lead independent director are to:

- collaborate with the Chair, Vice Chair and Chief Executive Officer to set the Board agenda;
- seek agenda input from other directors;
- participate in Board meetings like every other director;
- act as an intermediary; at times, the Chair may refer to the lead independent director for guidance or to have something taken up in executive session;
- in conjunction with the Vice Chair have the authority to call meetings of the independent directors;
- in conjunction with the Chair and Vice Chair, set the agenda for and lead non-management executive sessions;
- brief the Chief Executive Officer on issues arising in the non-management executive sessions;
- facilitate discussion among the independent directors on key issues and concerns outside of Board meetings; and

- serve as a conduit to the Chief Executive Officer of views, concerns, and issues of the independent directors.

The Chair and lead independent director, if applicable, will establish the agenda for each Board meeting. At the beginning of the year, the Chair and lead independent director, if applicable, will establish a schedule of agenda subjects to be discussed during the year (to the degree this can be foreseen). Each board member is free to suggest the inclusion of items on the agenda. Each board member is free to raise at any Board meeting subjects that are not on the agenda for that meeting. The Board will review the Company's long-term strategic plans and the principal issues that the Company will face in the future during at least one Board meeting each year.

The non-management directors will meet in executive session at least quarterly. The Vice Chair or lead independent director of the Board will preside at these meetings and his/her name will be disclosed in the annual proxy statement. In his/her absence, the Chair of the Nominating/Governance Committee will preside over the executive sessions.

The Board believes that management speaks for the Company. Individual board members may, from time to time, meet or otherwise communicate with various constituencies that are involved with the Company. But it is expected that board members would do this with the knowledge of management and, absent unusual circumstances or as contemplated by the committee charters, only at the request of management.

### **Board Committees**

The Board will have at all times an Audit Committee, an HR and Compensation Committee and a Nominating/Governance Committee. All of the members of these committees will be independent directors under the criteria established by the New York Stock Exchange, unless the Company has claimed a "Controlled Company Exemption" for the HR and Compensation and/or the Nominating/Governance Committee as defined in Section 303.A.00 of the New York Stock Exchange Listed Company Manual. Committee members will be appointed by the Board upon recommendation of the Nominating/Governance Committee with consideration of the desires of individual directors. It is the sense of the Board that consideration should be given to rotating committee members periodically, but the Board does not feel that rotation should be mandated as a policy.

Each committee will have its own charter. The charters will set forth the purposes, goals and responsibilities of the committees as well as qualifications for committee membership, procedures for committee member appointment and removal, committee structure and operations and committee reporting to the Board. The charters will also provide that each committee will annually evaluate its performance.

The Chair of each committee, in consultation with the committee members, will determine the frequency and length of the committee meetings consistent with any requirements set forth in the committee's charter. The Chair of each committee, in consultation with the appropriate members of the committee and management, will develop the committee's agenda. At the beginning of the year, each committee will establish a schedule of agenda subjects to be discussed during the year (to the degree these can be foreseen). The schedule for each committee will be furnished to all directors.

The Board and each committee have the power to hire, at the expense of the Company, independent legal, financial or other advisors as they may deem necessary, without consulting or obtaining the approval of any officer of the Company in advance.

The Board may, from time to time, establish or maintain additional committees as necessary or appropriate.

### **Director Access to Officers and Employees**

Directors have full and free access to officers and employees of the Company. Any meetings or contacts that a director wishes to initiate may be arranged through the CEO or the Secretary or directly by the director. The directors will use their judgment to ensure that any such contact is not disruptive to the business operations of the Company and will, to the extent not inappropriate, copy the CEO on any written communications between a director and an officer or employee of the Company.

The Board welcomes regular attendance at each Board meeting of senior officers of the Company. If the CEO wishes to have additional Company personnel attendees on a regular basis, this suggestion should be brought to the Board for approval.

### **Director Compensation**

The form and amount of director compensation will be determined by the Nominating/ Governance Committee in accordance with the policies and principles set forth in its charter, and the Nominating/Governance Committee will conduct an annual review of director compensation. The Nominating/Governance Committee will consider that directors' independence may be jeopardized if director compensation and perquisites exceed customary levels, if the Company makes substantial charitable contributions to organizations with which a director is affiliated, or if the Company enters into consulting contracts with (or provides other indirect forms of compensation to) a director or an organization with which the director is affiliated.

### **Director Orientation and Continuing Education**

All new directors must participate in the Company's Orientation Program, which should be conducted within two months of the annual meeting at which new directors are elected. This orientation will include presentations by senior management to familiarize new directors with the Company's strategic plans, its significant financial, accounting and risk management issues, its compliance programs, its Code of Business Conduct and Ethics, its principal officers, and its internal and independent auditors. In addition, the Orientation Program will include visits to Company headquarters and, to the extent practical, certain of the Company's significant facilities. All other directors are also invited to attend the Orientation Program. In addition to the Orientation Program, the Company will offer both "in-house" director education presentations and will also provide, at Company expense, the opportunity for directors to attend director orientation programs sponsored by leading universities and corporate governance organizations.

### **CEO Evaluation and Management Succession**

The HR and Compensation Committee will conduct an annual review of the CEO's performance, as set forth in its charter. The Board of Directors will review the HR and Compensation Committee's report in order to ensure that the CEO is providing the best leadership for the Company in the long- and short-term.

The Nominating/Governance Committee will make an annual report to the Board on succession planning. The entire Board will work with the Nominating/Governance Committee to nominate and evaluate potential successors to the CEO. Consultation shall be made with the compensation

consultant of the HR and Compensation Committee in preparing any offer of employment to a prospective successor to the CEO.

The CEO should at all times make available his or her recommendations and evaluations of potential successors, along with a review of any development plans recommended for such individuals.

### **Annual Performance Evaluation**

The Board of Directors will conduct an annual self-evaluation to determine whether it and its committees are functioning effectively. The Nominating/Governance Committee will receive comments from all directors and report annually to the Board with an assessment of the Board's performance. The assessment will focus on the Board's contribution to the Company and specifically focus on areas in which the Board or management believes that the Board could improve.

### **Communications**

The Nominating/Governance Committee shall determine what procedures are desirable in order to permit shareholders and other interested parties to communicate directly with the members of the Board of Directors and shall assure that disclosures required by law thereof are timely made.