



Board Approved on 2/20/2020

**POLICY TITLE: Correspondence to the Board & Staff**

**POLICY NUMBER: 1040**

1040.1 All written or electronic correspondence addressed to or cc'd to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members and staff are not permitted to use agency resources for sending or receiving personal correspondence.