
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Correspondence to the Board

POLICY NUMBER: 1040

1040.1 All written or electronic correspondence addressed 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. This correspondence should be presented by the Board Secretary, with a summary of recommended or taken action.

Individual Board members may receive correspondence addressed to him or her in their official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.