

Board Correspondence, Regular Meetings

-POLICY-

1. All correspondence shall be perused by the Chair prior to the Regular Meeting and shall be designated on the agenda as requiring action by the Board or as providing information only.
2. Correspondence requiring action shall be listed first on the agenda and shall be acted upon in order of listing.
3. Correspondence which provides information shall be dealt with as a body, but time will be given to any trustee who wishes to comment or raise questions regarding the information presented in this body of correspondence. When there are no further questions or comments by trustees in regard to the informative correspondence, the Chair of the Board may order this correspondence filed.
4. Copies of all pieces of correspondence dealt with by the Board at a regular meeting shall be made available for perusal by the public in attendance at that meeting.
5. Copies of late correspondence shall be distributed at the Board meeting, read by the Secretary-Treasurer and acted upon by the Board as required.