



Correspondence to the Board of Trustees Policy 20.1.0

POLICY. The Board of Trustees encourages communications from the public on matters of interest related to the District. Written correspondence to the Board will be subject to this Policy.

- 1. Receipt of Correspondence.** The District will establish an email address for members of the public to send electronic messages to the entire Board of Trustees. This email address and a mailing address for Board correspondence shall be posted on the District website. In addition, Trustees should forward messages addressed to the entire Board to Staff for inclusion as Board correspondence.
- 2. Postings of Correspondence.** Electronic and written correspondence, received under Subsection 20.1.1, shall be distributed to the Board of Trustees and compiled and posted on the District's website as "Board Correspondence" or a similar heading. Messages shall be compiled and posted on a rolling basis to coincide with regular meetings of the Board of Trustees. The District reserves the right to not post messages determined to be obscene, defamatory, discriminatory on the basis of a protected class under state or federal law, threatening violence, or unrelated to the District or its business. Any decision not to post a message shall be made by the Chair of the Board of Trustees in consultation with the General Manager and General Counsel. The District's decision to post messages does not indicate support or authorship of any messages.
- 3. Placing Items on the Agenda.** Subject to the requirements of Policy 3.1.0, Trustees may place any item received in Board correspondence on a future Board of Trustees agenda.
- 4. Responses to Correspondence.** Unless an item is agendaized for discussion, the District generally will not respond to correspondence. However, Trustees may wish to do so in their individual capacity consistent with the requirements of the Open Meeting Law and other District policies. Individual Trustees may also refer factual questions or similar requests to Staff for follow up provided that responses do not require significant Staff time as determined by the General Manager. Responses to correspondence that require significant Staff time should be agendaized for Board consideration and direction.