



POLICY

Trustee Correspondence Policy

Adopted date: May 11, 2022	Amended date:	Next Review: 2026
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POLICY

All correspondence (including written, email or phone messages) addressed to the Van Anda Improvement District (VAID) Board of Trustees or the Chair shall be referred to the Trustees (or Chair as appropriate) for reply and/or action by employees as directed by the Board.

PROCEDURE

Routine correspondence (such as requests for tax status from legal or notary offices, utility or vendor communications, etc.) will not necessarily be referred to the Board if the reply or action is within the authority of employees.

Correspondence addressed to the Board shall be recorded in the minutes of the regular board meeting.

Actions resulting or in relation to such correspondence will be recorded in the minutes of the regular board meeting.

Correspondence containing reports or information relating to items which must be discussed “in camera” will be recorded in the minutes of the “in camera” meeting.

Correspondence which is unsigned or designated anonymous will not be acknowledged in the minutes, but a copy will be made available to the Trustees.