

Mayne Island Improvement District

Trustee Correspondence Policy

POLICY STATEMENT

All correspondence (including written, email or phone messages) addressed to the Mayne Island Improvement District Board of Trustees or the Chair shall be referred to the Trustees (or Chair as appropriate) for reply and/or action by staff 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 staff.
- 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 not be recorded in the minutes of the regular board 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.