



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P100-14-1	<b>Type of Policy:</b>	Board Business
<b>Policy Title:</b>	Processing Board Correspondence		
<b>Policy Description:</b>	Provisions related to processing correspondence sent or received by the Board, Board Committees or individual Board Members		

<b>Approval Date:</b>	January 7, 2014	<b>Last Review Date:</b>	2014
<b>Approval Resolution No.:</b>	1-14	<b>Next Review Date:</b>	2018
<b>Rescinded Resolution No.:</b>	26-12	<b>Rescinded Resolution Date:</b>	June 19, 2012

It is the policy of the Board of Directors of Dublin San Ramon Services District that all correspondence to or from the Board, Board Committees or to or from individual Board Members conform to the following provisions:

### PROVISIONS RELATED TO CORRESPONDENCE SENT

1. All correspondence approved by the Board<sup>1</sup> shall be sent in a timely manner; such correspondence shall normally be signed by the Board President. When the Board President is unavailable, the Vice President shall sign. Other Board Members may also sign in the absence of both the President and the Vice President when requested to do so by the General Manager and / or District Secretary. In an urgent situation when no Board Member is available or willing to sign such correspondence, the General Manager and / or District Secretary are authorized and directed to sign the correspondence “on behalf of the Board of Directors.”
2. Individual Board Members may send informal correspondence in whatever form they desire (letters that are not on District letterhead, email, texts, postings etc.) without approval of the Board. They are encouraged to follow the suggestions in the “Guidelines for Conducting Board Business” when they do so. They are also encouraged to notify the General Manager, the District Secretary and their fellow Board members that they have initiated or responded to such correspondence at the next available Board meeting and they are encouraged to make a copy of that correspondence available.

<sup>1</sup> By action of the majority of the Board taken at a noticed Board meeting.

3. If a Board Member desires to send formal correspondence (on District letterhead or otherwise implying the official position of the District), the correspondence shall be furnished to District staff in draft form. District staff shall distribute it to all Board Members. If no Board Member objects within 24 hours of distribution, the letter may be sent; if any Board Member objects, the letter shall be placed on the agenda of an ensuing Board agenda for discussion by the full Board.

### **PROVISIONS RELATED TO CORRESPONDENCE RECEIVED**

Incoming correspondence received by the District that is addressed to the Board, a Board Committee or to an individual Board Member shall be provided to the Board, Board Committee or to the Board Member as the case may be as soon as practical and in recognition of the time sensitivity of that correspondence.

### **GENERAL PROVISIONS**

1. This policy applies to all forms of correspondence that are received by the District and addressed to the Board, a Board Committee or an individual Board Member including but not limited to letters, hand written notes, e-mail and text messages.
2. This policy applies to correspondence formally approved by the Board.
3. This policy does not apply to correspondence in any form whatsoever between or among Board Members and staff and/or General Counsel.
4. In the spirit of being open and transparent about the business of the District, staff shall report all correspondence received by the District that is to or from the Board, a Board Committee or an individual Board Member or approved correspondence sent by the Board at the next available Board or Committee meeting at the appropriate place on the agenda.
5. In the spirit of being open and transparent about the business of the District, Board Members are encouraged to report<sup>2</sup> District – related correspondence that they receive and / or transmit that is independent of receipt or sending via normal District channels at the next available Board meeting at the appropriate place on the agenda. Correspondence such as invitations to meetings, announcements, general correspondence, advertising or matters of a similar non-policy nature are excluded from this provision. Alternatively, a Board Member can comply by providing a copy of the correspondence sufficiently in advance of the Board meeting to the General Manager and / or the District Secretary who will ensure it is properly reported.
6. While this policy does not directly apply to correspondence received by a Board Member that does not come directly through the District and also does not apply to correspondence sent by individual Board Members unless that correspondence is formally approved by the Board or is on District letterhead,

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<sup>2</sup> Pertinent information to report would be the form of communication (letter, email, etc.), the date, the subject and the sender / recipient.

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Policy Title: Processing Board Correspondence

Board Members are encouraged to maintain all correspondence they send or receive in conformance with the District's Record Retention policy and schedule. In addition, because the California Public Records Act generally applies to Board or Board Member correspondence, Board Members shall cooperate with the District in the District efforts to comply with the requirements of the Public Records Act.

7. The General Manager shall develop comprehensive rules and procedures in furtherance of this policy.