

VCS Board Member Email Protocol

VCS Board Email Incoming to Entire Board

1. Reviewed by Board Chair
2. Shared with All Board Members by Wendy (do not reply ALL)
3. Response Developed by whoever it concerns (i.e. Legal, Admin, Board)
4. Timeline will be 30 days to respond as appropriate – unless it's an urgent matter
5. Reply Sent by Wendy, on behalf of the Board, and forwarded to the individual who inquired
6. Copies of all correspondence will be filed

VCS Board Email Incoming to Specific Board Member – must be share with entire Board prior to responding

1. Response Developed and shared among entire Board
2. Reply Sent and copied to Wendy to forward to all Board Members
3. Copies of all correspondence will be filed

Public Comment Procedures

1. Public comment – guests are to sign in and indicate topic in which he/she wants to comment
2. Comments will be reviewed by the Board and considered for discussion at the following Board Meeting or Work Session
 - a. Approximately 24 hours (with expectation of 48 hours) prior to a Board Meeting, a proposed agenda will be sent to the Board Members
 - b. Board Members can request if he/she would like to address and discuss any public comment
 - c. Comments may be referred to Admin as appropriate
 - d. Public Comment topics will be summarized in the Board Meeting Minutes

Board Out Going Communication to VCS Community

1. VCS Board Chair will identify topics and request input from Board Members on items to include
2. Bi-Weekly messages will be developed and sent to VCS Community on behalf of the Board