

**BOARD OF TRUSTEES POLICY AND PROCEDURE FOR
RESPONDING TO COMMUNICATIONS
FROM MEMBERS OF THE CONGREGATION**

Policy:

The Board of Trustees will respond to communications from members of the congregation in a consistent manner.

Procedure:

When members of the Congregation communicate to the Board of Trustees (by letter or e-mail), the Clerk of the Board will acknowledge receipt of the communication, within two business days.

The Clerk of the Board will then inform all Board members of the acknowledgement (simply cc them).

If requested, the Board of Trustees will determine by majority vote (electronically or in meeting), the form and content of the Board of Trustees' response. The response may include , but is not limited to the following:

- forward to specific committees.
- assign one Board member to respond personally, with or without review of response text by the full committee.
- convene an executive session to consider and determine an official response and/or action.