

BOARD POLICY

No. 9180

9000 INTERNAL BOARD OPERATIONS AND BY-LAWS OF BOARD

9180 Request for Information

All requests for information voted by the Board will be produced in a timely manner in accordance with the approved motion. Requests from Individual Board members will be addressed as follows:

1. The request for information will be promptly acknowledged.
2. Within two days an estimated date for the compilation of the report will be provided to the Board member.
3. The following will be used when determining the completion of the report:
 - a. Size of the report
 - b. Time required to complete the report
 - c. Workload in the office
 - d. The date by which the report is needed
4. Upon completion/compilation of the requested information, all Board members will be notified of reports availability for their reference.

APPROVED: May 2015