

## **BOARD POLICY**

**No. 9425**

### **9000 BOARD OPERATIONS**

#### **9425 Requests 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:

- The request for information will be promptly acknowledged,
- Within two days an estimated date for the compilation of the report will be provided the Board Member,
- The following will be used when determining the completion of the report:
  - Size of the report
  - Time required to complete the report
  - Workload in the office
  - The date by which the report is needed
- Upon completion/compilation of the requested information, all Board members will be furnished a copy of the information.

ADOPTED:                      October, 2015