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## **POLICY BULLETIN NO. 109**

### **SUBJECT:**

Member(s) attendance during LYREC Board of Trustees meetings

### **OBJECTIVE:**

To enable the member(s) to meet with the Board of Trustees

### **POLICY:**

- A. The members are encouraged, and will be afforded every opportunity, to first meet with the general manager and/or his/her staff or other employees to resolve any concerns or problems.
- B. If any member would like to meet with the Board of Trustees, they must provide 48 hours' notice to the staff so that the matter is placed on the Board Agenda. Following notice, the member will be provided the opportunity to address the Board at the beginning of a regularly scheduled board meeting. The Board in its discretion may limit the time and number of members to be heard at any meeting.
- C. The board will not take action, if any, on any member until the board resumes its regular board meeting. Either the manager or the board president will advise the member or members of the action of the board.
- D. All of the above shall be done in the spirit of transparency. The Board is sensitive and responsive to member needs and concerns.

### **RESPONSIBILITY:**

Board of Trustees - Manager

### **PROCEDURE:**

The general manager shall make every effort to satisfy the needs and concerns of the member(s). Any member on 48 hours' notice can request a meeting with the board. The meeting will be scheduled at the beginning of a regularly scheduled board meeting.