

# AP 2720 Board Member Communications

**Reference:**

***Government Code Section 54952.2***

Communications among Board Members

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. Such communications are commonly referred to as 'serial meetings' and are a violation of the Brown Act.

Direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of district business.

External Communications to Board Members

All external communications to the Board will go through the Chancellor's office. When a phone call for a Board member is received by the Chancellor's office, the member will be notified of the call and it will then be his or her decision to return the call. Detailed phone messages will not be taken, as this could result in misunderstanding or potential misinterpretation of the caller's message.

Board-related information or District business correspondence (mail or e-mail) received by the Chancellor's office for a Board member will be distributed to all Board members.

District Correspondence to Board Members

Official District correspondence with Board members will be sent to the Trustee's address of record as indicated by the Trustee and maintained by the Chancellor's office. A single and consistent delivery address is important in minimizing District costs and ensuring timely and proper delivery.

The Chancellor's Friday letter to the Board and/or other urgent or time-sensitive updates from the Chancellor may be distributed electronically to the Members of the Board to a single and consistent e-mail delivery address. It is the responsibility of the Members of the Board to access these electronic communications in a timely manner and to exercise due diligence in reading and becoming familiar with the content. A log of all deliveries and correspondence, whether distributed in hard copy or electronically, will be maintained by the Chancellor's office to ensure a standard of timely and proper delivery of all materials. This log will be available for reference should a question arise regarding delivery date, method of delivery, time or address.

Examples of materials of correspondence to be delivered includes but is not limited to: Board meeting packets; Chancellor's Friday letter to the Board; official Board mail and correspondence.

**Adopted:** June 23, 2009  
**Revised:** \_\_\_\_\_