



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Bylaws of the Board

### Board Operations Relating to Correspondence

In order to function effectively, it may be necessary for individual Board members to request services from district employees relating to correspondence and information. In so doing individual Board members will be governed by the following:

1. Letters written as a result of action or direction of the Board as a whole will usually be signed by the Board president. In the event the Board president is not available, those letters will be signed either by the vice-president or a clerk.
2. Letters in response to correspondence directed to Board members regarding the district shall specify that the response represents the individual views of the Board member.
3. Individual Board members shall not use the district staff or resources under any circumstances for personal business.
4. Individual Board members may request reports and information which are in existence or readily available. Any request that would require substantial investment of time and effort by staff shall require Board majority concurrence.
5. Board members may rely on district staff to make bookings, appointments, and travel arrangements related to school business approved by the Board.
6. Staff shall provide reproduction services of documents related to Board business, provided that such reproduction is of a reasonable length as determined by the Superintendent.

Bylaw adopted  
by the Board: 1/13/87