



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Communication with the Board of Directors
Policy Number:	BEDH-TCA
Original Date:	2/14/2005
Last Reviewed:	3/13/2023
Category:	Board
Author:	Board Clerk
Board Approval:	TCA Board of Directors

COMMUNICATION WITH THE BOARD OF DIRECTORS

Any person may contact the Board via email. However, no Director has the authority to act individually on behalf of the Board. The Board Secretary will acknowledge receipt of e-mails sent to the Board, however, only the TCA Board can take action as a whole, through open, noticed public meetings.

Therefore, if someone contacts the Board via email, he/she should not expect to receive a response from the Board or any individual Director. Whether the Board decides to respond to any particular communication or address a specific issue will depend on whether the matter falls within the Board's role.

Any interaction with individual Directors is simply informative and exploratory conversation. Each Director is free to provide a personal point of view; however the personal opinion of a Director, does not represent the Board and is not binding on the Board or TCA.

Directors will exercise due care in expressing their personal opinions, and will communicate regarding TCA's matters in accordance with this policy.

Policy Revision History

Date	Revision Details	Revised By
2/15/2013	Reformatted policy into new template. Completed annual review.	Board Clerk
3/9/2015	Completed annual review.	Board Governance Committee
3/14/2016	Shalls changed to will and sentences deleted to improve clarity.	Revised by the Governance Committee and approved by the TCA Board.
12/10/2018	Added Board Secretary will acknowledge receipt of e-mails	Revised by the Governance Committee and approved by the TCA Board
2/8/2021	No changes.	Recommended by the Governance Committee and approved by the TCA Board
3/13/23	No changes.	Recommended by the Governance Committee and approved by the TCA Board