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PPE Board Signature Policy

Overview: There are many day to day operations that may require signed letters from the Board. Additionally, there are complaints, suggestions, letters of inquiry, and rules infractions that may require a signed response from the Board. The Signature Policy gives the Board Members guidelines and requirements for document signing.

POLICY

1. Any document signed by the Board must truly be from the Board.
2. Any such document may be written by a Board Member or anyone else but it must be approved by the Board prior to release.
3. Method of approval: The approval of the Board can be obtained by any of the following:
 - A. Approval at a Board Meeting
 - B. Sign-off Sheet approved by at least 5 Board Members but distributed to all Board Members.
 - C. A copy or copies of the document signed or initialed by all Board Members
 - D. E-mail approval by individual Board Members
 - E. Any other method of approval that assures that each Board Member is aware of the approval
4. If a pre-approved form letter is used for a request denial or infraction notification, no additional approval is necessary for Board Signature use but all Board Members must be notified of the issuance of such a letter.
5. This Policy may be amended from time to time by Board action.

Approved March 10, 2010

Ang R. Bero Pres