

## **Suggested Additions to the Township Administrative Policies and Procedures**

### **2.4 (i) – Communication to the Board of Trustees**

The Supervisor's office will notify the Township Board of all appropriate community invitations or communications in a timely manner.

### **2.4 (j) – Proclamations and Tributes by the Township Board**

Board members will be given the opportunity to sign proclamations or tributes that will be presented on behalf of the Township Board. Board members will be notified of the deadline by which he/she must sign the document to ensure the proclamation or tribute is ready for timely presentation. A Board member who fails to meet the deadline waives his/her right to sign the document.