

Board Procedural Update

Dear [Board Member's Name],

We are writing to inform you of recent governance changes that have been made by the board. These changes are aimed at enhancing our procedural efficiency and ensuring compliance with applicable regulations.

Summary of Changes:

- Revised voting procedures to include electronic voting.
- Updated roles and responsibilities of subcommittees.
- Introduced mandatory training sessions for board members.
- Established a new policy for conflict of interest disclosures.

We believe that these updates will improve our governance framework and foster greater accountability within the board. Please review the attached documents for detailed information regarding these changes.

We appreciate your continued support and commitment to our organization.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]