

Emergency Board Succession Protocol

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Emergency Board Succession Protocol

Dear [Board Member's Name],

In light of our recent discussions regarding the need for an emergency succession plan, this letter outlines the protocol for the temporary replacement of board members in the event of an unforeseen absence.

1. Identification of Emergency Situations

The following situations will trigger the emergency succession protocol:

- Sudden resignation
- Extended illness
- Incapacity due to unforeseen circumstances

2. Succession Process

In the event that a board member can no longer fulfill their duties, the following process will be implemented:

1. Notification of the board chair regarding the need for succession.
2. Immediate identification of the next eligible board member according to our bylaws.
3. Temporary appointment of the identified member until the next board meeting.

3. Communication

All board members will be notified promptly regarding any necessary changes to the board's composition resulting from this protocol.

4. Review and Update

This protocol will be reviewed annually, and necessary updates will be made to ensure its effectiveness.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]