

Board Protocol Adherence Reminder

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Reminder of Board Protocol Adherence

Dear [Board Member's Name],

As we continue to work together towards our common goals, I would like to take a moment to remind you of the importance of adhering to our established board protocols. It is crucial that we maintain a consistent and respectful environment to ensure effective communication and decision-making.

Please review the following key protocols:

- Prior notification for absence from meetings
- Preparation and distribution of agenda items
- Respect for speaking time during discussions

Thank you for your attention to this matter. I appreciate your commitment and dedication to our board's objectives.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]