

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: July 14, 2010
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-2: PROPOSED MERA MEETING AGENDA
POLICY AND PROCEDURES

Recommended Action: Recommend Board adoption of the proposed MERA Meeting Agenda Policy and Procedures.

Background: As part of Staff's continuing efforts to develop and memorialize a body of MERA operating policies, the proposed Meeting Agenda Policy and Procedures are intended to provide direction and timelines for the development of MERA meeting agendas, staff reports and minutes. Once adopted by the Board, this document will be posted on MERA's website (meraonline.org) for member, staff and public reference.

ATTACHMENT: Proposed MERA Meeting Agenda Policy and Procedures