

## **Marin Emergency Radio Authority**

### **Meeting Agenda Policy and Procedures**

Purpose: To provide meeting agendas, minutes, staff reports and related documents within established timelines that meet public information needs and legal requirements, and facilitate effective decision-making by the MERA Executive Committee and Board.

Policy: MERA's meetings are called in accordance with its Bylaws and open meeting requirements of the California Government Code. MERA, as a public agency, is committed to timely creation, posting, and distribution of its meeting agendas, minutes, staff reports and related documents for member and public information, to facilitate and record member official actions and historical meeting records. These Board-approved procedures establish standards to create effective meeting documentation and delivery of same.

Procedures:

1. Written staff reports will be developed and addressed to the Executive Committee and Board in a memorandum format that identifies the subject of the report as it appears on the agenda, provides a recommended action, summarizes background on the subject and attaches related documentation (e.g., contracts, resolutions, studies, agreements, change orders, etc.). Date of the reports will correspond with the meeting date. Proposed contracts or agreements should, whenever possible, be executed by the other party prior to the Executive Committee or Board taking action on them.
2. The Executive Officer will prepare meeting agendas. All reports, communications, resolutions, contracts and other documents cited on the meeting agenda shall be delivered to the Executive Officer no later than 9:00 a.m. on the Wednesday preceding the meeting. The agenda and related reports and documents shall be made available to the Executive Committee and Board no later than 5:00 p.m. on the Wednesday preceding the meeting. The agenda shall be available to the public no later than 10:00 a.m. on the Thursday before the meeting.
3. Agendas and related documents will be transmitted electronically to Executive Committee and Board Members unless otherwise requested.
4. Meeting agendas will be physically posted at the Novato Fire Protection District and the County of Marin no later than 10:00 a.m. the Thursday before the meeting. Meeting agendas and packets will be posted on MERA's website ([meraonline.org](http://meraonline.org)) by this same deadline.
5. Minutes of MERA meetings shall be provided to MERA Board and Executive Committee Members and Alternates and designated staff, within 30 days of the meeting. Transmittal shall be electronic unless otherwise requested.