

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 11, 2011
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-4: PROPOSED MERA WEBSITE MAINTENANCE
POLICY AND PROCEDURES

Recommended Action: Recommend Board adoption of the proposed MERA Website Maintenance Policy and Procedures.

Background: As part of staff's continuing efforts to develop and memorialize a body of MERA operating policies, the proposed Website Maintenance Policy and Procedures establish Board-approved guidelines for the development and maintenance of meraonline.org.

As the Authority's electronic information needs change, this policy and procedures are subject to revision.

Once adopted by the Board, this document will be posted on MERA's website for member, staff and public reference.

ATTACHMENT: Proposed MERA Website Maintenance Policy and Procedures