



New: June 23, 2021 GB

Policy Manual**Document Signature Policy****Purpose:**

To facilitate efficient and effective document signature options to MERA staff, Executive Board, and Governing Board which satisfy legal requirements.

Policy:

MERA's staff, legal counsel, Executive Board, and Governing Board sign a variety of documents as authorized within MERA policy and/or as approved by either board. Examples include, but are not limited to: minutes, resolutions, agreements/contracts and related documents, County forms and agreements, and financial accounting and reporting documents. Expediting the signature process for these allows MERA operations and projects to continue without delay which can be especially critical during an emergency situation or in the case of time sensitive documents.

When not otherwise prohibited by applicable laws, electronic signatures will be used when it is not practical or possible to have an individual physically sign a document, or when electronic execution of a document is the most efficient means of transacting business. Under California law, a digital signature is defined as "an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature." Specific requirements are set forth in California Government Code section 16.5.

MERA will maintain electronically signed documents in a manner that is consistent with records policy and applicable laws, and allows accurate and complete reproduction of the electronic documents and signatures. The Executive Officer or their designee will establish internal procedures guiding the process and usage of electronic signatures.