

## Meeting Agenda Policy

### 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 Board and Governing 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. This Governing Board approved policy establishes standards for public meeting documentation.

### Process:

1. Written staff reports will be developed and addressed to the Executive Board and Governing Board in a memorandum format containing the date of the meeting, 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.). Proposed contracts or agreements should, whenever possible, be executed by the other party prior to the Executive Board or Governing 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 preceding the meeting in accordance with established deadlines. The agenda and related reports and documents shall be made available to the Executive Board and Governing Board no later than 5:00 p.m. on the Wednesday preceding the meeting. Any separate distribution of agenda reports necessitated by special circumstances must be approved by the Executive Officer. The agenda shall be available to the public no later than 10:00 a.m. on the Thursday prior to the meeting.
3. Agendas and related documents will be transmitted electronically to Executive Board and Governing Board Members and Alternates unless otherwise requested.
4. Meeting agendas will be physically posted at the Novato Fire Protection District, the County of Marin and the Town of Corte Madera, 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) by this same deadline.
5. Minutes of MERA meetings shall be prepared in the form of action or brief summary minutes, as warranted, which record the: date, time, location, members/attendees present, items considered, action taken including vote, and any follow-up action. Minutes will be provided electronically to MERA Governing Board Members and Alternates, Executive Board Members and designated staff, with the next meeting agenda packet. The meeting video and/or audio recording(s) will be posted to the MERA website immediately adjacent to the minutes for staff, boards, committees, and public access in support of transparency.