

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: FORMULATION OF
KCTA BOARD POLICIES**

SECTION NO: 2.00.00

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EFFECTIVE DATE: 2/25/08

PURPOSE/APPLICATION: To define the mechanism and procedures by which the KCTA Board develops and reviews Board policies and procedures.

POLICY STATEMENT: Pursuant to KCTA by-laws (Article 4; section 1) the Board shall designate a Policy Committee to recommend, develop, and review Board policies. The Policy Committee shall bring prospective policies to the full KCTA Board to be read at least twice before approval.

IMPLEMENTING PROCEDURES:

Any Board member and/or the Executive Director may recommend a policy or policy revision for consideration. That recommendation will be forwarded to the Policy Committee for deliberation.

Policies will be maintained electronically and in a central policy manual kept by the Executive Director.

It is the responsibility of each Board Member to be aware of KCTA Board policies.

It is the responsibility of the Executive Director to ensure that all KCTA employees are aware of Board policies.

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REFERENCES:

Capital Area Transportation Authority Policy # 402

APPROVAL:

KCTA Board Chair

KCTA CEO