

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

**SUBJECT: BOARD AGENDA/
MINUTES/PACKET**

SECTION NO: 2.01.00

PAGE 1 OF 2

EFFECTIVE DATE: 2/25/08

PURPOSE/APPLICATION: To describe the process by which Board Agenda Packets are distributed to Board members, stakeholders, and the interested public.

POLICY STATEMENT: All information, communications, minutes and action recommendations that are to be included in monthly KCTA Board business shall be mailed or sent electronically to board members by the end of the week preceding the regularly scheduled KCTA Board meeting.

IMPLEMENTING PROCEDURES:

Full KCTA Board packets shall be made available to the general public at the beginning of KCTA Board meetings or electronically upon request.

If an item is added to the Board agenda after the mailing has gone out, the Chair or his or her designee shall ensure that each Board member has been notified of the agenda change prior to the Board meeting.

Minutes of all KCTA Board meetings shall be kept by the Recording Secretary or designee and distributed to Board members in the next Board meeting packet.

Minutes of meetings closed to the public shall not be published and shall not be disclosed unless required by appropriate civil action.

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REFERENCES:

Capital Area Transportation Authority Board Policies

APPROVAL:

KCTA Board Chair

KCTA CEO