

Reference: EXECUTIVE
Section: BOARD OF COMMISSIONERS
Title: MAILINGS TO BOARD OF COMMISSIONERS
Policy Number: 01-02-03
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I. PURPOSE

The purpose of this policy is to define the protocol for correspondence to members of the Board of Commissioners.

II. POLICY

All correspondence to the Board of Commissioners should be sent to the Office of the Executive Director. Issues that are of a time sensitive nature should be cleared through the Executive Director's office before being mailed out. There should be no mailings to the Commissioners without the prior approval of the NFTA Chair, Executive Director, or the Legal Department.

There should be no hand deliveries made to Commissioners, with the exception of Board Meeting material and other matters, which may be of an urgent nature. These items must receive Executive clearance before being delivered.

With regard to committee meetings, all agenda items must be approved by the Office of the Executive Director.