

**Reference:** EXECUTIVE  
**Section:** BOARD OF COMMISSIONERS  
**Title:** BOARD ACTION  
**Policy Number:** 01-02-01  
**Issue Date:** 09-30-2001  
**Revision Date:** 05-04-2021

## **I. PURPOSE**

The purpose of this policy is to define the procedure for generating board action requests.

## **II. POLICY**

The conduct of Authority operations requires the Board of Commissioners to authorize or act on a number of items, issues and matters from time to time.

Where Board action is requested by staff, the Director of the Branch shall prepare and circulate a report to affected Business Centers, describing the proposed action in detail pursuant to the Board Action Request procedure.

All requests for Board Action may be initiated through a Board Action Request Form or by submitting an actual board resolution to the Legal Department. Requests lacking information will be returned to the originating branch.

**The deadline for submittal of all Board Action Request Forms/Board Resolutions is the Wednesday before the staff agenda review session.** The only person who can grant permission to file a late item is the Executive Director and that unless permission is obtained, all late items will be moved to the following month.

## **III. PROCEDURE**

The Board desires complete information to be incorporated in proposed Board resolutions.

To meet the foregoing need, Branch Directors and Managers will follow the guidelines below for request Board Action:

1. Length of Report - normally limited to two (2) pages. Any detail necessary to support the report and recommendation (and to ensure a clear understanding of the report) may be submitted as an attachment.
2. Report Initiation and Approvals - all reports shall be submitted by the Director of the Branch originating the report. The report must be approved by the Chief Financial Officer, Legal Department and any other Branch Directors affected by the subject matter of the report, and finally, the Executive Director. At the time a report is first routed for signature, a hard copy of the report, together with a computer file copy (via e-mail), must be submitted to the Legal Department's Administrative point of contact.
3. Responsibility for Approvals - the initiating Branch Director is responsible for obtaining all requisite approvals for the item being considered by the Wednesday prior to the scheduled staff agenda review session . Branch Directors should respond to requests for report review, comment and approve within 24 hours of receipt.
4. Schedule for Submitting Reports - unless specifically waived by the Executive Director, approved (signed-off) Board Action Requests must be submitted to the Legal Department **no later than the Wednesday** prior to the scheduled staff agenda review session.

The deadline for receipt of approved reports may change from time to time due to holidays falling before the scheduled staff agenda review meeting, agenda review schedule changes and managerial scheduling decisions.

#### **IV. TYPICAL REPORT FORMAT**

##### **RECOMMENDATION:**

The requested action sought shall be included in this section with limited descriptive detail. Board committee recommendations should be included in this category.

##### **INFORMATION:**

This section should provide a concise, yet complete, narrative of historical, policy driven, procurement related or other information relating to the recommended Board Action. The manner of solicitation activity (bid, RFP, or other), bid results, proposal evaluations and other pertinent information are to be included in this section, together with a statement as to whether the bid or proposal was publicly advertised in accordance with the procurement guidelines. Minority and Women-Owned Business Enterprise (“ MWBE”) and Service-Disabled Veteran-Owned Business (“SDVOB”) goals must also be included in this section.

##### **FUNDING:**

The funding entities and sources, fiscal year's budget affected, and the 14-digit operating account code and unique project code for capital item(s) shall be included in this section.

##### **ADDITIONAL ATTACHMENTS:**

Provide scoring sheets for RFPs and/or bid evaluation process as appropriate.