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 Branch Manager 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 must be initiated through a Board Action Request Form.

This form must be used for all proposed Board Requests made by NFTA and NFT Metro System, Inc., and must also be provided to the Legal Department. Requests lacking information will be returned to the originating branch.

The deadline for submittal of all Board Action Request Forms is generally the Wednesday before the staff agenda review session.

III PROCEDURE

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

To meet the foregoing need, branch heads and managers will incorporate the following items in requests for Board action:

1. Establish and document a need for procurement of goods and services.
2. Provide sufficient and complete factual material to be incorporated in proposed resolution.
3. Identify the source of funds.

Staff shall prepare Board Action Requests in the following format with section content appropriate and consistent with the following General Reporting Guidelines.

1. Content of Report - one subject per report. Material shall be clear, concise, complete and correct.
2. Format - the following headings/sections shall be used:
   a. Recommendation
   d. Information
   e. Funding
3. Length of Report - normally limited to two (2) pages. Any detail necessary to support the report
and recommendation and to enable a clear understanding of the report may be submitted as an attachment.

7. Report Initiation and Approvals - all reports shall be submitted by the General Manager of the Branch originating the report. The report must be approved by the Chief Financial Officer, Legal Department and any other Branch Manager(s) 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 (e-mail), must be submitted to the designated Secretary in the Legal Department.

8. Responsibility for Approvals - the initiating Branch Manager is responsible for obtaining all requisite approvals by the deadline for setting the Agenda for the Board meeting when the item is to be considered. Branch Managers should respond to requests for report review, comment and approval within 24 hours of receipt.

9. Schedule for Submitting Reports - unless specifically waived by the Executive Director, approved (signed-off) Board Action Requests Reports must be submitted to the Legal Department no later than 13 days prior to the scheduled Board meeting.

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.

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, other), bid results, proposal evaluations and other pertinent information are to be included in this section, together with a statement as to whether or not the bid or proposal was advertised in the State Contract Reporter.

JUSTIFICATION:

This section shall present the rationale for the recommended action consistent with the needs and mission of the Authority, prior commitments and sound business practices. Discussion of alternative actions shall be included when and where appropriate.

FUNDING:

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