



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

September 26, 2018

To: Jerome D. Schad, Chair
Mark S. Carney, Vice Chair
E. Thomas Jones, Treasurer

Cc: Terrence D. McCracken, Secretary

From: Margaret A. Murphy, Attorney

Subject: Draft Open Meeting Policy & Procedure

On the agenda for the Governance Committee is the draft Open Meeting Policy & Procedure (entitled "Open Meetings Law: Policy and Procedures for Accessing Public Meetings"). This first draft has not been previously reviewed by the Commissioners.

The draft incorporates the language and suggestions from the ABO's *Board Meetings: Best Practice Guide for Public Authorities*, as set forth in your Red Binder under Tab 19. I have also incorporated the changes the Board has implemented since its 2018 Annual Meeting. A copy of the policy and procedure has been emailed to each Commissioner. Please let me know if you have any changes, you wish for me to incorporate into the draft version prior the Governance Committee meeting on October 4, 2018. Once the Governance Committee has reviewed, revised, approved and recommended a final version, the Board will be able to adopt the policy and procedure by resolution.