

**REDDING AREA BUS AUTHORITY
BOARD POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE
BOARD POLICY MANUAL	RABA-90	101	2/22/94

BACKGROUND

The Redding Area Bus Authority is charged with the responsibility of establishing policies to guide the various functions of RABA and, where necessary, to establish procedures by which functions are performed. These policy statements adopted by resolution of the RABA Board need to be consolidated in a reference document for easy access.

PURPOSE

It is the purpose of this policy to:

1. Clearly state and compile policies of the Board;
2. Provide for the distribution of these policies to all concerned; and
3. Establish procedures for the preparation, distribution, and maintenance of Board policies and a "Board Policy Manual."

POLICY

1. There is hereby established a "Board Policy Manual" which shall contain all RABA policy statements adopted by resolution of the Board.
2. Generally, policy statements in this "Board Policy Manual" will include only such matters for which the responsibility of decision is placed in the Board by virtue of the revised Joint Exercise of Power Agreement for the operation of the Redding Area Bus Authority, or specific resolutions.
3. All policy statements of the Board shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the "Board Policy Manual" accompanied by the resolution number and date of adoption.

4. Each policy statement shall include: a) a brief background description of the problem, b) the purpose of the policy, c) the policy statements, d) other criteria or procedural sections as required, and e) cross-reference notations as to appropriate provisions in State Law, etc. Each policy statement shall be placed on attached form labeled Exhibit "A."
5. RABA staff shall be responsible for the preparation, continuing maintenance, and distribution of the "Board Policy Manual," and additions or deletions thereto.
6. Copies of the "Board Policy Manual" shall be distributed to the staff and others as the Board may direct.
7. Copies of the "Board Policy Manual" shall be available to the general public at a cost established by the RABA staff.
8. The Board shall annually review the Policy Manual "Table of Contents" to determine which, if any policies need review.

PROCEDURE

1. RABA staff may originate draft policy proposals for formal consideration by the Board.
2. RABA staff shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft.
3. Drafts of proposed RABA policies and amendments to existing policies shall be processed in accordance with the provisions of any rules of the Board. Such drafts may be referred to the appropriate entities for discussion, analysis, and preliminary action. If the draft policy is subject to the California Environmental Quality Act and is not categorically exempt, it shall also be submitted to the Planning Commission for an environmental determination.
4. Upon approval by the Board, a resolution will be prepared from the draft policy for adoption.
5. The proposed policies and resolution will then be presented to the Board for adoption. If the Board approves or amends a policy by adoption of a resolution, RABA staff shall include it in the "Board Policy Manual." The adopting resolution shall state if the policy is to be included in the "Board Policy Manual."
6. After official adoption by the Board, RABA staff shall be responsible for duplication of the statement of policy and distribution.

7.As required, RABA staff shall update the Table of Contents and Cross Reference in the "Board Policy Manual."

8.Each policy statement shall show its history, including date of adoption and any amendments.

RABA101.POL