

## NOACA POLICY COMMITTEE CHARTER

- PURPOSE:** The Committee provides technical advice and recommendations in the areas of comprehensive Agency policy and long-range planning to the Board of Directors.
- GOALS:** The goals of the Policy Committee are to:
- Ensure policies support the NOACA Vision Statement
  - Ensure policies advance the goals of the agency relative to air, water, and transportation
  - Ensure policies enhance the strategies employed by NOACA
- ACTIVITIES:** The Policy Committee will:
- Develop new policies as well as evaluate and modify existing policies to facilitate decision making at all levels.
  - Monitor and adjust policies for consistency and compatibility across agency processes
  - Review NOACA policies for conformance to state and federal law, rigorous ethical standards and good management standards
  - Monitor NOACA's planning activities and practices for consistency with Agency policies
- MEMBERSHIP:** Membership of the Committee consists of members of the Board of Directors or their alternates. The Committee has at least 22 members, defined as follows:
- (1) Nine Board members from jurisdictions within Cuyahoga County;
  - (2) Four Board members from jurisdictions within the City of Cleveland;
  - (3) One Board member from a jurisdiction within Geauga County;
  - (4) Two Board members from jurisdictions within Lake County;
  - (5) Three Board members from jurisdictions within Lorain County;
  - (6) Two Board members from jurisdictions within Medina County; and
  - (7) One Board member from the Ohio Department of Transportation.
- REPORTING RELATIONSHIP:** The Policy Committee reports to the Board of Directors through the Executive Committee. At their discretion, the Committee chair and the President of the Board of Directors may establish subcommittees or task forces on behalf of the Policy Committee, which will submit reports at each Committee meeting.
- MEETINGS:** The Committee will hold regular meetings on a quarterly basis. Special meetings may be called as needed. A majority of the Committee members will constitute a quorum to conduct business. The 2014 schedule is attached.
- AGENDA AND MINUTES:** The chair will be responsible for establishing the agendas for meetings, which will be sent to committee members at least seven days in advance of the meeting. Minutes will be approved by committee members at the following meeting.
- STAFFING:** Agency staff will provide the Committee with administrative and technical support as directed by the chair.