

BOARD OF FINANCE DOCUMENT DELIVERY POLICY (proposed 12/6/2011)

1. Commencing January 1, 2012, all documents submitted to the Board of Finance for their consideration shall be delivered electronically in PDF format no later than twenty-four hours prior to a scheduled meeting.
2. Said documents shall be emailed to Board members in a “virtual manila envelope” that shall be labeled with the prefix BOF and a suffix containing the meeting date at which said documents are to be considered. (e.g. BOF_12062011).
3. This policy is subject to the following exceptions, and a hard copy may be substituted where:
 - a. The Clerk and Chairman of the Board of Finance jointly determine that a document is too large to be feasibly delivered in electronic format;
 - b. A Board member specifically requests that a document be made available to them as a hard copy. This exception shall expire on December 3, 2013.