



Agenda Item 3.D

TPA Operating Procedures

Effective April 16, 2020



Purpose of the Operating Procedures

- Consolidate previously adopted TPA Board and Committee By-laws into a single document entitled “TPA Operating Procedures”
- Add Section 6 - Emergency Powers
- Add Section 7 - Amendments
- Repeal previously adopted by-laws

Section 6.2 - Virtual Meetings

- Applicable only when TPA Board or committee is unable to meet in person and is permitted by law, executive order or similar action to conduct a meeting with a virtual quorum
- Authorizes virtual meetings using Communications Media Technology
- Provides opportunity for public comment

Section 6.3 - Emergency Powers

- Applicable only when TPA board is unable to meet in person, is also unable to meet virtually, and must take an immediate action to approve or amend an essential document
- Authorizes TPA Chair to take action upon consultation with Executive Director and TPA General Counsel
- Requires presentation of action at next TPA Board meeting for public input and then Board endorsement or modification

Section 7 - Amendments

- Establishes process for future amendments
- Draft amendment must be included on agenda
- Modifications to draft amendment that occur at the Board meeting do not require re-noticing

Questions?