



Regional Transit Authority
2817 Canal Street
New Orleans, LA 70119-6301

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www.norta.com

RESOLUTION NO. 23-086
STATE OF LOUISIANA
PARISH OF ORLEANS

Boardroom and Conference Room Use Procedures

Introduced by Commissioner Coulon seconded by Commissioner
Neal.

WHEREAS, the Canal Street Facility is a multi-functional space that offers administrative and mechanical space for daily transit -related activities.

WHEREAS, the Canal Street location is also the location of meetings for the RTA Board of Commissioners and its Committees, and this policy is to serve as a guide to ensure that the space is used and managed appropriately.

WHEREAS, the RTA Board of Commissioners, their committees, advisor bodies, any interagency liaison group on which Board members serve in a decision-making capacity have priority use of the Board Room and Conference Room which is maintained by the Office of Board Affairs.

WHEREAS, the RTA board/conference room may be reserved by the Outlook Calendar which is managed by the Board Office on a first-come first served basis.

WHEREAS, it is the responsibility of all meeting participants to leave the rooms in the condition that it was found and any plans to relocate or replace the furniture in the boardroom or conference room must be arranged in advance through the Board Office or the IT Department for audio/visual assistance is needed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the RTA hereby adopt this Boardroom and Conference Room Use Procedures

THE FOREGOING WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS: 7

NAYS: 0

ABSTAIN: 0

ABSENT: 1

AND THE RESOLUTION WAS ADOPTED ON THE 12th DAY OF DECEMBER 2023.

A handwritten signature in dark ink, appearing to read "Mark Raymond, Jr.", is positioned above a horizontal line.

MARK RAYMOND, JR.
CHAIRMAN
BOARD OF COMMISSIONERS