

## COG Policy on Meeting Materials

It is the policy of the Metropolitan Washington Council of Governments (COG) for all policy boards (COG Board, TPB, MWAQC) and policy committees (CBPC, CEEPC, HSPS, RFC) to make their meeting materials available on COG's public website and posted on the board or committee's individual event pages. The materials should be posted in accordance with the board or committee by-laws.

To reduce costs and go green, meeting materials for policy boards and policy committees should not be printed and mailed for members. It is the responsibility of staff to ensure meeting materials are kept up-to-date on the website and advise members of any changes. Staff members may use their discretion on making printed copies available during a meeting should a member(s) make a request.

To make certain meeting materials (reports, presentations, letters, memos, and other documents) accessible via the website search and document modules throughout the site, in addition to the individual event pages, staff should contact the Office of Communications.