



## Staff Report Item

**TO:** East Bay Community Energy Board of Directors

**FROM:** (Your name and Title)

**SUBJECT:** **EBCE staff authorization to make minor changes to documents without Board approval**

**DATE:** (Meeting date)

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### **Recommendation**

It is recommended that the Board approve and adopt a resolution allowing EBCE staff, subject to the approval of the General Counsel, non-substantive editorial authority to format and make minor changes to documents to allow for the technical correction of language without Board approval.

### **Background and Discussion**

The goal of this resolution is to allow for the staff of EBCE to perform duties related to document drafting quickly and efficiently, without having to bring nonmaterial changes before the Board.

Currently, all changes are required to be approved by the Board, which could cause unnecessary or unintended delays to the execution of documents.

It is suggested that the documents that would be included in the recommended resolution are resolutions, contracts, and contract amendments.

Such changes made by EBCE staff under this authorization will not materially change the scope or terms of the document, will not expand or decrease the scope of authority, or affect their sense, meaning, effect, or substance. Such changes would include numbering, re-lettering, capitalization, punctuation, providing new headings or catchlines, correcting omissions, spelling, grammar, or captions.

### **Fiscal Impact**

This will not have any fiscal impact.