



Agenda Planning Request Form



Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet. Email completed forms to districtsecretary@actransit.org

Information

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| Directors Name: Joel Young | Meeting Date the AP Request will be presented: March 26, 2025 |
| This Request is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended | Include in the GMs Report: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Type: <input type="checkbox"/> Action <input checked="" type="checkbox"/> Briefing | Expected Staff Report Due Date (if known): N/A |
| Discussed w/ GM, Board Officer or Exec Team Member: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

Item Description: (Please be thorough. Attach additional information if needed.)

Development of Action Plan for Handling Non-Compliance with Meeting Directives

Request: I am requesting the inclusion of an agenda item for our upcoming board meeting pertaining to the development of an action plan to address situations where a board member refuses to follow a directive to leave a meeting.

Background: Recent events have highlighted the need for a structured approach to managing situations where a board member refuses to leave a meeting when directed. Developing this action plan will help us uphold the standards of conduct expected of all board members and ensure the smooth functioning of our meetings. Moreover, I believe this agenda item is essential to address potential challenges and safeguard the professional environment of our board meetings.

Purpose:

To ensure that the board has a clear and effective plan in place to handle instances of non-compliance, maintaining the integrity and order of our meetings.

What will be accomplished/desired outcome:

Discuss and develop a comprehensive action plan outlining the steps to be taken in the event that a board member refuses to comply with a directive to leave a meeting. The plan should include:

- Protocols for ensuring the safety and order of the meeting.
 - Measures to be taken if the directive is not followed.
 - Guidelines for documenting the incident.
 - Potential disciplinary actions for non-compliance.
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