

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 11/8/2023

**Staff Report No. 23-419**

**TO:** AC Transit Board of Directors

**FROM:** Linda A. Nemeroff, Board Administrative Officer/District Secretary

**SUBJECT:** Regular Meetings of the Board of Directors for Calendar Year 2024

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider adopting the 2024 regular Board meeting schedule taking into consideration the District's holiday schedule and any days requested by Directors to be included in the holiday schedule; and reschedule regular meetings if necessary.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

**STRATEGIC IMPORTANCE:**

This report has been prepared for administrative purpose and has no strategic importance.

**BUDGETARY/FISCAL IMPACT:**

There is no budgetary impact associated with this report.

**BACKGROUND/RATIONALE:**

Board Policy 101 - Board of Directors Rules for Procedure, Section 4.3 (Regular Meetings) requires the District Secretary to provide a list of the regular meeting dates for the coming year taking into account any dates that would conflict with the District's holiday schedule. In addition, any Director may request that additional Board dates be considered as holidays for the purpose of rescheduling the regular meeting to a different date or consider the issue closer to the affected meeting date provided there is justification for the request.

Regular meetings of the Board of Directors occur on the second and fourth Wednesday of each month at 5:00 p.m. The District Secretary has reviewed the District's 2024 holiday schedule and has determined that there are no holidays that would conflict with a regular meeting.

In addition, Directors may request that other dates be considered for inclusion in the list of holidays (with justification). Should the Board decide to include any additional regular meeting dates as holidays, the District Secretary requests that the Board advise as to the date(s) the regular meeting(s) will be rescheduled to.

The District Secretary and General Manager have met to review the list of meetings for the coming year.

Notwithstanding any additional changes the Board wishes to make, it is recommended that the regular meeting schedule for 2024 be adopted as follows:

Meeting date	Holidays/Other Conflicts
January 10	January 7 -11 - TRB Annual Conference
January 24	Monday, January 15 - Martin Luther King Jr. Day
February 14	
February 28	Monday, February 19 <sup>th</sup> - President's Day
March 13	
March 27	
<b>May 29 (Board Retreat - 9:00 a.m. )</b>	
April 10	April 7-9 APTA Legislative Conference
April 24	April 28 - May 1 APTA Mobility Conference
May 8	
May 22	Monday, May 27 <sup>th</sup> - Memorial Day May 21 <sup>st</sup> - CTA Spring Legislative Conference
June 12	Wednesday, June 19 <sup>th</sup> - Juneteenth
June 26	
July 10	Thursday, July 4 <sup>th</sup> - Independence Day
July 24	
August 14	
September 11	Monday, September 2 <sup>nd</sup> - Labor Day
September 25	September 29 - October 2 - APTA Transform Conference
October 9	
October 23	
<b>October 30 (Board Retreat - 9:00 a.m.)</b>	9:00 a.m.
November 13	CTA Annual Conference - date not available Monday, November 11 <sup>th</sup> - Veterans' Day Observed
December 11	Wednesday, December 25 <sup>th</sup> - Christmas Day

#### **ADVANTAGES/DISADVANTAGES:**

An advance schedule allows Board members and staff to prepare for each meeting and adjust their schedules accordingly. It also helps to limit the number of special meetings held during the year and provides a clear and stable meeting schedule that the general public can rely on.

#### **ALTERNATIVES ANALYSIS:**

Pursuant to Board Policy 101, this administrative matter is to be carried out no later than the first Board meeting of each calendar year.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 101 - Board of Directors Rules for Procedure, Article 4, Section 4.3 (Regular Meetings)

**ATTACHMENTS:**

1. 2024 Calendar

**Prepared by:**

Jelena Harada, Assistant District Secretary

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Michael A. Hursh, General Manager/Chief Executive Officer