

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/9/2022

Staff Report No. 22-545

TO: AC Transit Board of Directors

FROM: Linda A. Nemeroff, District Secretary

SUBJECT: Regular Meetings of the Board of Directors for Calendar Year 2023

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider adopting the 2023 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 Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

This report has been prepared for administrative purposes 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 2023 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 re-scheduled 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 2023 be adopted as follows:

Meeting Date	Holidays/Other Conflicts
January 11	January 8-12 - TRB Annual Conference
January 25	Monday, January 16 th - Martin Luther King Jr. Day
February 8	
February 22	Monday, February 20 th - President's Day
March 8	March 11-14 APTA Legislative Conference (Washington, D.C.)
March 22	
March 29 (Board Retreat)	9:00 a.m.
April 12	
April 26	
May 10	May 1-4 APTA Mobility Conference (Minneapolis, MN)
May 24	Monday, May 29 th - Memorial Day
June 7	
June 21	
July 12	Tuesday, July 4 th - Independence Day
July 26	
August 9	
August 30 (Board Retreat)	9:00 a.m.
September 13	Monday, September 4 th - Labor Day
September 27	
October 11	October 9-11 APTA Transform Conference (Orlando, FL - Banned State)
October 25	
November 8	November 16-18 - CTA Annual Conference Friday, November 10 th - Veterans' Day Observed
December 13	Monday, December 25 th - 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. 2023 Calendar

Prepared by:

Jelena Harada, Assistant District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, District Secretary

Michael A. Hursh, General Manager