

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 8/6/2025

**Staff Report No.** 25-358a

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**TO:** AC Transit Board of Directors  
**FROM:** Linda A. Nemeroff, Board Administrative Officer/District Secretary  
**SUBJECT:** Board Policy 101 Amendment

### ACTION ITEM

**AGENDA PLANNING REQUEST:** ☐

**RECOMMENDED ACTION(S):**

Consider approving amendments to Article 4 (Meetings, General) of Board Policy 101 - Board of Directors Rules for Procedure.

Staff Contact:  
Linda A. Nemeroff, Board Administrative Officer/District Secretary  
Aimee L. Steele, General Counsel/Chief Legal Officer

**STRATEGIC IMPORTANCE:**

There is no strategic importance associated with this report.

**BUDGETARY/FISCAL IMPACT:**

There is no budgetary or fiscal impact associated with this report.

**BACKGROUND/RATIONALE:**

Board Policy 101 sets forth the Board's administrative rules and procedures and the policy is regularly updated to reflect changes in the law and the needs of the Board. Because Board Policy 101 is extensive and can be difficult to digest, staff plans to bring amendments to the Board over the course of several meetings. A summary of amendments to Article 4 is as follows:

**Article 4 - Meetings, General**

**Section 4.6 - Notice of Adjourned Meetings.** This section was added to allow the Board to adjourn a regular or special meeting to a new time and place, even if less than a quorum is present. If no members attend a regular or adjourned regular meeting, the District Secretary may adjourn the meeting and must provide public notice as required for special meetings. A notice of the adjournment must be posted at the meeting location within 24 hours. Adjourned regular meetings are considered regular meetings for all legal purposes, and if no time is stated for the adjourned meeting, it defaults to the agency's regular meeting time.

In addition, flexible language was added Section 4.10 (Teleconferenced Meetings) and Section 4.11 (Attending

the Meetings by Teleconference) that would address changes in the Brown Act if SB 707 (Durazo) is signed into law.

Changes were made throughout Article 4 to correct references to applicable Government Code Sections. Staff believes the proposed amendments are reasonable and recommends that the Board approve them as presented.

**ADVANTAGES/DISADVANTAGES:**

The proposed amendments to Board Policy 101 aim to improve clarity, transparency, and legal alignment. There are no disadvantages to approving the proposed amendments.

**ALTERNATIVES ANALYSIS:**

There are no practical alternatives to the course of action recommended in this report as the proposed amendments aim to codify existing practices and align the policy with applicable state laws.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

SR 25-358: Amendments to Articles 1, 2 and 3; July 9, 2025

**ATTACHMENTS:**

1. Article 4 - Redlined

**Prepared by:**

Linda Nemeroff, Board Administrative Officer/District Secretary

**In Collaboration with:**

Aimee L. Steele, General Counsel/Chief Legal Officer

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Aimee L. Steele, General Counsel/Chief Legal Officer