

# AC Transit Inter-agency Liaison Committee (ILC) Charter

## 1. Overview

The AC Transit Inter-agency Liaison Committees (ILCs) are formal Brown Act committees established by the AC Transit Board of Directors to promote collaborative planning and coordination between AC Transit and its partner jurisdictions or agencies. Each ILC includes elected representatives from AC Transit and the respective partner city or agency.

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## 2. Purpose

The purpose of the ILCs is to improve service planning coordination and strengthen partnerships between AC Transit and partner cities or agencies. The ILCs provide a forum for discussion and collaboration on a range of transit-related topics, including:

- New residential and commercial developments
  - Roadway and right-of-way projects
  - Service planning, including routes, schedules, and bus stops
  - Service partnerships (e.g., service to a new development)
  - Transit corridor projects (e.g., Rapid Bus, Bus Rapid Transit)
  - Area Service Plans or Comprehensive Operations Analyses
  - Intermodal connections between transit systems
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## 3. Scope and Authority

ILCs are formed for collaborative purposes only and do not possess decision-making authority, nor can they bind respective partner city or agency to any particular course of action.. Their primary function is to facilitate dialogue, coordination, and alignment on mutual interests and initiatives.

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## 4. Committee Structure

### 4.1 Participating Committees (Effective January 1, 2026)

- City of Berkeley – City of Emeryville / AC Transit ILC
- City of Fremont – City of Newark / AC Transit ILC
- BART / AC Transit ILC
- City of Hayward / AC Transit ILC
- City of Alameda / AC Transit ILC

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- City of Oakland / AC Transit ILC

## 4.2 Membership

- **BART and Oakland ILCs:**
  - 3 elected representatives from AC Transit
  - 3 elected representatives from the partner agency or local jurisdiction
- **All Other ILCs:**
  - 2 elected representatives from AC Transit
  - 2 elected representatives from each city or partner agency

## 4.3 Alternates

- Each city or partner agency may appoint at least one (1) and no more than two (2) alternate members.

The appointments outlined in Sections 4.2 and 4.3 shall be selected in accordance with each jurisdiction's internal rules and procedures concerning appointments.

## 4.3 Notification

Each partner city or agency shall provide notice to the AC Transit District Secretary's Office whenever changes in appointments occur.

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## 5. Meetings

### 5.1 Frequency

- Each ILC shall meet no fewer than two (2) times and no more than three (3) times per calendar year.
- Meetings shall not be held in January, to accommodate appointment cycles.
- Additional meetings may be scheduled for urgent or emergency issues if there is consensus from the ILC.
- Staff-level coordination meetings may occur more frequently between formal ILC meetings.

### 5.2 Duration

- Meetings shall not exceed 90 minutes.

### 5.3 Location

- Meetings will be held in the jurisdiction of the partner city or agency, to encourage local public participation.

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- Meeting venues shall be accessible to the public and ideally reachable via public transit.
  - Remote meetings may be held in compliance with the Brown Act, provided there is a physical location available for public access within the partner city or agency's jurisdiction.
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## **6. Agenda Planning and Management**

- Agenda items may be proposed by committee members at prior meetings.
  - A draft agenda is prepared by staff, with input from both agencies.
  - Final approval of the agenda rests with the AC Transit General Manager and the AC Transit ILC members.
  - The partner city or agency shall approve agenda items following its own internal procedures.
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## **7. Governance and Joint Meetings**

- ILCs are Brown Act Committees formed solely for collaborative purposes.
  - ILCs do not have authority to make binding decisions on behalf of AC Transit or any partner jurisdiction.
  - Joint meetings may be scheduled when two ILCs have overlapping concerns or regional alignment.
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## **8. Staff Responsibilities**

AC Transit's Service Development and Planning Department shall coordinate staff support for all ILC meetings. Key responsibilities include:

- Administrative and logistical coordination
- Taking and maintaining action minutes
- Convening internal staff preparation meetings one month prior to ILC meetings
- Collaborating with partner city or agency staff to develop briefings and agenda materials
- Reviewing draft agendas with partner agency staff
- Publishing agendas through the AC Transit District Secretary's Office, unless otherwise arranged
- Ensuring compliance with all Brown Act posting and notification requirements

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## 9. Staff Participation

- The AC Transit General Manager and the counterpart executive at the partner agency, or their designees, are encouraged to attend all ILC meetings.
  - Departmental staff shall attend as needed based on the agenda.
  - Meeting administration is the responsibility of the Service Development and Planning Department.
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## 10. Public Notification and Compliance

- In compliance with the Brown Act, AC Transit will publish:
    - Regular meeting agendas and materials at least 72 hours in advance
    - Special meeting notices at least 24 hours in advance
  - If the partner agency has stricter posting requirements, those timelines will be honored.
  - Agendas shall be posted:
    - At the physical location of the meeting
    - In the lobby of AC Transit's General Office in Oakland
    - At applicable teleconference locations
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## 11. Amendments

This Charter may be amended by action of the AC Transit Board of Directors.