



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

Directors Name	Sarah Syed	Meeting Date the AP Request will be presented:	September 24, 2025
This Request is:	☒ New ☐ Amended	Include in the GMs Report:	☐ Yes ☐ No
Type:	☒ Action ☐ Briefing	Expected Staff Report Due Date (if known):	TBD, possibly December 10, 2025
Discussed w/ GM, Board Officer or Exec Team Member:	☒ Yes ☐ No Aimee Steele		

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

In California, the Political Reform Act imposes contribution limits for state candidates and generally requires all candidates and committees to disclose campaign contributions and expenditures. The Act leaves contribution limits for local candidates to local governments. Over the years, many cities and special districts have passed campaign ordinances that create contribution limits and other requirements and options, such as voluntary spending limits. AC Transit is an outlier, having no contribution limits.

Prepare a summary of what other governments within the State have done in terms of adopting contribution limits and voluntary spending limits and for those who have, what do the limits that look like? Identify what applicable limits have been adopted in terms of dollar figures for an individual, business, committee, or other

organization and whether there are variances. Identify what steps are necessary to adopt limits and, if the Board wanted to do that, what would the timeline be for implementation. Consider the District's timeline for administration, education, and outreach to candidates for the November 3, 2026 election. Identify potential challenges the Board could face in considering different options. Request direction from the Board about what kind of ordinance to draft, if any.

Purpose:

Inform the Board on the topic of campaign contribution and voluntary spending limits. Request direction from the Board.

What will be accomplished/desired outcome:

The Board of Directors will be informed of options for establishing contribution limits and voluntary spending limits for candidates to AC Transit elective office. The Board will have the opportunity to consider options and provide direction to staff about what kind of ordinance to draft, if any.
