



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			Meeting Date the AP Request will be presented:		
This Request is:	New		Include in the GMs Report:	Yes	No
	Amended				
Type:	Action	Briefing	Expected Staff Report Due Date (if known):		
Discussed w/ GM, Board Officer or Exec Team Member:	Yes	No			

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

Purpose

What will be accomplished/desired outcome

For Office Use Only

Information on requested additions by Board Members:

Concurrence By: Beckles Walsh Ortiz McCalley Shaw Young Peeples

Tracking Number (if applicable):