

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/10/2021

Staff Report No. 21-488

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Regular Meetings of the Board of Directors for Calendar Year 2022

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adopting the 2022 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.

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 2021 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 2022 be adopted as follows:

Meeting Date	Holidays/Other Conflicts
January 12	January 9-13 - TRB Annual Conference
January 26	Monday, January 17 th - Martin Luther King Jr. Day
February 9	Monday, February 15 th - President's Day
February 23	
March 9	March 13-15 APTA Legislative Conference (Washington, D.C.)
March 23	
March 30 (Board Retreat)	
April 13	
April 27	
May 11	May 1-4 APTA Mobility Conference (Ohio - Banned State)
May 25	Monday, May 30 th - Memorial Day
June 8	
June 22	
July 13	Monday, July 4 th - Independence Day
July 27	
August 10	
August 31 (Board Retreat)	
September 14	Monday, September 5 th - Labor Day
September 28	
October 12	October 9-12 APTA Transform Conference (Seattle, Washington)
October 26	
November 9	November 2-4 - CTA Annual Conference Friday, November 11 th - Veterans' Day
December 14	Sunday, 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. 2022 Calendar

Prepared by:

Jelena Harada, Assistant District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, District Secretary

Michael A. Hursh, General Manager