

THIS PRINT COVERS CALENDAR ITEM NO. : 10.6

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Board of Directors

BRIEF DESCRIPTION:

Establishing a meeting schedule for the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee for 2013.

SUMMARY:

- The SFMTA Board has established regular meeting dates on the first and third Tuesday of every month.
- Traditionally, certain meetings have been cancelled during the year.
- The Policy and Governance Committee meetings will move from the second Friday of the month to the third Friday of the month in order to allow additional time to compile the previous month's Strategic Plan report.
- Should additional meetings need to be scheduled, Article 4, Section 2 of the SFMTA Board's Rules of Order state that special meetings may be called at any time by the Chairman or by a majority of members.

ENCLOSURES:

1. SFMTAB Resolution

APPROVALS:

DATE

DIRECTOR _____ 11/13/12

SECRETARY _____ 11/13/12

ASSIGNED SFMTAB CALENDAR DATE: November 20, 2012

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PURPOSE

The purpose of this calendar item is to establish a meeting schedule for the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee for 2013.

GOAL

Approval of the proposed resolution will support the following SFMTA Strategic Plan goals:

Goal 3: Improve the environment and quality of life in San Francisco

Goal 4: Create a collaborative environment to support delivery of outstanding service

DESCRIPTION

Pursuant to the SFMTA Board of Directors Rules of Order, the Board has established regular meeting dates on the first and third Tuesday of every month.

Traditionally, certain meetings have been cancelled during the year. The first Tuesday of January, 2013 is a legal holiday and thus there will be no meeting of the SFMTA Board of Directors. Staff recommends scheduling a special workshop on Tuesday, January 29.

Traditionally the Board has met only once in July, August, October and December thus staff recommends that the meetings of July 2, August 6, October 1 and December 17 not be held.

The Policy and Governance Committee meetings will move from the second Friday of the month to the third Friday of the month in order to allow additional time to compile the previous month's Strategic Plan report.

Should additional meetings need to be scheduled, Article 4, Section 2 of the SFMTA Board's Rules of Order state that special meetings may be called at any time by the chairman or by a majority of Board members.

Establishing a meeting schedule will allow staff to manage their work flow in a more time and cost effective manner and will help to ensure smooth delivery of projects.

The meeting schedule will be posted on-line at www.sfmta.com

ALTERNATIVES CONSIDERED

None.

FUNDING IMPACT

This item has no funding impact to the Agency.

OTHER APPROVALS RECEIVED OR STILL REQUIRED

None.

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The proposed schedule of meetings for 2013 is:

| Meeting Date | NOTES |
|--------------|---------------|
| January 15 | MTAB/PAC |
| January 18 | PAG |
| January 29 | MTAB Workshop |
| February 5 | MTAB/PAC |
| February 15 | PAG |
| February 19 | MTAB/PAC |
| March 5 | MTAB/PAC |
| March 15 | PAG |
| March 19 | MTAB/PAC |
| April 2 | MTAB/PAC |
| April 16 | MTAB/PAC |
| April 19 | PAG |
| May 7 | MTAB/PAC |
| May 17 | PAG |
| May 21 | MTAB/PAC |
| June 4 | MTAB/PAC |
| June 18 | MTAB/PAC |
| June 21 | PAG |
| July 16 | MTAB/PAC |
| July 19 | PAG |
| August 16 | PAG |
| August 20 | MTAB/PAC |
| September 3 | MTAB/PAC |
| September 17 | MTAB/PAC |
| September 20 | PAG |
| October 15 | MTAB/PAC |
| October 18 | PAG |
| November 5 | MTAB/PAC |
| November 15 | PAG |
| November 19 | MTAB/PAC |
| December 3 | MTAB/PAC |

RECOMMENDATION

Approve the 2013 schedule of SFMTA Board of Directors/Parking Authority Commission and Policy and Governance Committee meetings.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, Pursuant to the SFMTA Board of Directors Rules of Order, the SFMTA Board of Directors/Parking Authority Commission hold regular meetings on the first and third Tuesdays of every month; and,

WHEREAS, The Policy and Governance Committee will hold regular meetings on the third Friday of every month; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors/Parking Authority Commission establishes a meeting schedule for 2013 for meetings of the SFMTA Board of Directors/Parking Authority Commission and the Policy and Governance Committee.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of _____.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency