

**THIS PRINT COVERS CALENDAR ITEM NO.: 10.3**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Board of Directors

**BRIEF DESCRIPTION:**

Establishing the 2024 SFMTA Board of Directors and Parking Authority Commission meeting schedule.

**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.
- 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 Chair or by a majority of the members.

**ENCLOSURES:**

1. SFMTAB Resolution
2. 2024 Meeting Schedule

**APPROVALS:**

DIRECTOR 

SECRETARY 

**DATE**

November 15, 2023

November 15, 2023

**ASSIGNED SFMTAB CALENDAR DATE:** November 21, 2023

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**PURPOSE**

The purpose of this calendar item is to establish the 2024 SFMTA Board of Directors and Parking Authority Commission meeting schedule.

**STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES**

Adopting a proposed schedule for meetings does not directly forward any of the SFMTA’s Strategic Plan Goals nor Transit First Policy Principles, but it supports all goals and principles.

**DESCRIPTION**

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

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. For 2024, staff recommends that the meetings of January 2, July 2, and August 20 not be scheduled. No other proposed dates appear to conflict with major US or cultural/religious holidays.

A series of special meetings occurring in March, April and the end of June are also identified for potential meetings related to budget and labor agreements.

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 Chair or by a majority of Board members as long as appropriate advance notice is given.

Once approved by the SFMTA Board of Directors, the meeting schedule will be posted on-line and notice for all meetings will be posted in accordance with public meeting laws.

The proposed schedule of meetings for 2024 are listed below and included in Enclosure 2.

<b>MEETING</b>	<b>NOTES</b>
January 16	Regular Meeting
January 30	Special Meeting – Annual Workshop
February 6	Regular Meeting
February 20	Regular Meeting
March 5	Regular Meeting
March 12	Special Meeting
March 19	Regular Meeting
March 26	Special Meeting
April 2	Regular Meeting
April 9	Special Meeting

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April 16	Regular Meeting
April 23	Special Meeting
May 7	Regular Meeting
May 21	Regular Meeting
June 4	Regular Meeting
June 18	Regular Meeting
June 25	Special Meeting
July 16	Regular Meeting
August 6	Regular Meeting
September 3	Regular Meeting
September 17	Regular Meeting
October 1	Regular Meeting
October 15	Regular Meeting
November 5	Regular Meeting
November 19	Regular Meeting
December 3	Regular Meeting
December 17	Regular Meeting

**STAKEHOLDER ENGAGEMENT**

None. SFMTA Board meeting dates are established in the Board’s Bylaws.

**ALTERNATIVES CONSIDERED**

None.

**FUNDING IMPACT**

This item has no funding impact to the Agency.

**ENVIRONMENTAL REVIEW**

On October 31, 2023, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Board 2021 Meeting Schedule is not a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference.

**OTHER APPROVALS RECEIVED OR STILL REQUIRED**

None.

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**RECOMMENDATION**

Establish the 2024 SFMTA Board of Directors and Parking Authority Commission meeting schedule.

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 and Parking Authority Commission hold regular meetings on the first and third Tuesdays of every month; and,

WHEREAS, Traditionally, certain meetings have been cancelled during the year and this year staff recommends that the meetings of January 2, July 2, and August 20 not be scheduled; and,

WHEREAS, The 2024 SFMTA Board of Directors and Parking Authority Commission meeting schedule is attached to this Resolution as Attachment A; and,

WHEREAS, On October 31, 2023, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Board 2021 Meeting Schedule is not a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors and Parking Authority Commission establishes the 2024 SFMTA Board of Directors and Parking Authority Commission meeting schedule.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of November 17, 2023.

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency



# 2024 Board Meeting Dates

Adopted: Draft

## January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Regular Meeting

Special Meeting

Legal/Observed Holiday