

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 for 2012.

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 SFMTA Policy and Governance Committee reviewed the schedule for 2012 and recommended that the meetings of July 3, August 7, October 2 and December 18 not be held.
- 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 _____ 11/28/11

SECRETARY _____ 11/28/11

ADOPTED RESOLUTION

BE RETURNED TO Roberta Boomer

ASSIGNED SFMTAB CALENDAR DATE: December 6, 2012

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PURPOSE

The purpose of this calendar item is to establish a meeting schedule for the SFMTA Board of Directors and Parking Authority Commission for 2012.

GOAL

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

Goal 4: Financial Capacity - To ensure financial stability and effective resource utilization.

4.2: Ensure efficient and effective use of resources.

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 SFMTA Policy and Governance Committee reviewed the schedule for 2012 and recommended that the meetings of July 3, August 7, October 2 and December 18 not be held. The committee has also recommended holding certain dates should there be a need to schedule a special meeting.

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 also 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

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The proposed schedule of meetings for 2012 is:

Meeting Date	NOTES
January 3	
January 17	
January 31	Tentative Special Budget Workshop
February 7	
February 21	
March 6	
March 20	
April 3	
April 17	
April 30	Tentative Special Meeting. Last day to approve a budget
May 1	
May 15	
June 5	
June 19	
June 29	Tentative Special Meeting. Last day to approve MOU's
July 3	Cancelled
July 17	
August 7	Cancelled
August 21	
September 4	
September 18	
October 2	Cancelled
October 16	
November 6	
November 20	
December 4	
December 18	Cancelled

ALTERNATIVES CONSIDERED

None.

FUNDING IMPACT

This item has no funding impact to the Agency.

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OTHER APPROVALS RECEIVED OR STILL REQUIRED

The 2012 meeting schedule was reviewed by the SFMTA Policy and Governance Committee.

RECOMMENDATION

Approve the 2012 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/Parking Authority Commission hold regular meetings on the first and third Tuesdays of every month; and,

WHEREAS, The SFMTA Policy and Governance Committee has reviewed the 2012 meeting schedule and has recommended changes to the meeting schedule; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors/Parking Authority Commission establishes a meeting schedule for 2012.

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