

Clipper[®] Executive Board

December 16, 2019

Agenda Item 3a

Clipper[®] Memorandum of Understanding (MOU) and 2020 Executive Board Calendar

Subject: Request Board approval of 2020 Clipper Executive Board Calendar and update board members on attendance requirements and delegation authority under the Clipper[®] Amended and Restated Clipper MOU.

Background: **Board Member Delegation Authority**
Under Article IV, subarticle H of the MOU, Clipper Executive Board members may appoint, in writing, a delegate to vote on a member's behalf for up to four (4) Executive Board meetings per calendar year. After four (4) missed meetings in a calendar year, a Board Member may appoint an alternate at an Executive Board meeting, but alternates may not vote and are not counted towards a Board quorum. Board Members may wish to explore different provisions for attendance and delegation, which could be included in the terms of a future amendment to the MOU.

2020 Executive Board Calendar

Per the Clipper Executive Board Procedures Manual adopted by the Board in February 2016, the Board adopts a regular board meeting calendar annually. Currently, conference rooms have been reserved at the Bay Area Metro Center for all proposed 2020 Clipper Executive Board meeting dates except February 2020. The January Clipper Executive Board meeting is currently scheduled at MTC while the February Clipper Executive Board meeting is currently scheduled at BART.

When considering meeting locations, the Board should note that special committees of the Clipper Executive Board, such as the Fare Integration Task Force, are likely to meet on the same day as the Clipper Executive Board.

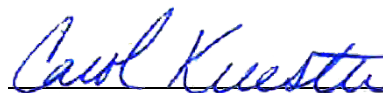
The Clipper Executive Board 2020 meeting schedule recommended for approval is shown in the calendar in Attachment A.

Recommendations: Staff recommends that the Board schedule meetings on the third Monday of each calendar month, except when that day falls on a holiday (in January and February 2020) in which case we recommend the meeting be moved to the fourth Monday. We also recommend the meetings be held from 1:30pm to approximately 3:00pm, unless otherwise determined in advance. If staff determine that a meeting is not needed, the Clipper Executive Director will confer with the Board Chair who may make a determination to cancel.

Staff also recommends that the Board discuss whether staff should plan meetings to be held regularly:

1. In Oakland at BART's board room, with occasional meetings in San Carlos at Caltrain/SamTrans' board room (continue with 2019 status quo);
2. In San Francisco at the Bay Area MetroCenter, with occasional meetings in Oakland at BART's board room; or
3. In Oakland at BART's board room.

Attachments: **Attachment A:** Proposed Clipper[®] Executive Board 2020 Calendar


Carol Kuester



2020 Clipper Executive Board Calendar

Blue highlighted dates Clipper Executive Board Meetings (Locations TBD)

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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DECEMBER

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