

BOARD POLICY

Category: Administration

APPOINTMENT OF NON-BOARD MEMBERS OR STAFF TO EXTERNAL COMMITTEES

PURPOSE

The President of the Board is authorized to make appointments to Board Committees identified in Article 7 of Board Policy No. 100, to other District liaison assignments, and to the Riders Advisory Committee if a Director does not make his/her appointments within a specified period of time. There is currently no policy which governs the appointment of one or more individuals to committees created by other public entities which include a public member representing AC Transit on the committee(s), when AC Transit is requested to designate the individual(s) to represent AC Transit. This policy will govern in those situations.

PROCEDURES

- A. When the District receives a request for the appointment of a public member to represent AC Transit on another agency's committee, a copy of the request (if in writing) will be transmitted to the Board President and the rest of the Board. If the request is made verbally, the person who receives the verbal request shall notify the District Secretary of the request and the District Secretary shall contact the agency which has made making the request and ask for a written confirmation of the request. Once received, the written request shall be distributed as indicated above.
- B. The District Secretary shall place the appointment request on the agenda for the first (External Affairs or Executive) Committee meeting following its receipt. The Committee shall make a recommendation to the Board of Directors on a process to be used for seeking and selecting candidates for the appointment or make a recommendation of one or more potential appointees.
- C. The Board of Directors, upon receipt of the committee recommendation, shall determine the course of direction it wishes to pursue, i.e., approve the recommendation from the committee or take such other action as the majority of the Board deem appropriate.

- D. If the other agency requests the selection of an individual by a time which does not afford an opportunity to follow the steps in paragraphs A, B and C above, the Board President may make an interim appointment. The notification to the requesting public agency and to the individual(s) selected by the Board President must indicate that the appointment is interim, pending the completion of the steps set forth in paragraphs A, B and C, above, and shall identify the time period for which the appointment is valid. The Board President shall notify the Board of Directors in writing of the interim appointment within a week of making the appointment.
- E. Upon completion of the steps identified in paragraphs A, B and C, the District Secretary shall send a written notice to the requesting agency, advising the agency of the name(s) of the District's appointee(s).
- F. In all instances, the individual(s) appointed shall serve at the pleasure of the appointed person or body (e.g., Board). Before assuming the appointment, the individual(s) shall be notified that their obligation is to represent the interests of the Alameda-Contra Costa Transit District, rather than their own position(s).
- G. The individual(s) appointed shall, at least once each calendar year, submit a report (preferably in writing) to their appointing individual or body.