



ITEM ID: 2025-311-0

TRANSMITTAL DATE: September 19, 2025

MEETING DATE: September 26, 2025

TO: Board of Directors

FROM: Noelia Rodriguez, Chief of Staff

SUBJECT: Proposed Board Meeting Structure and Dates for Calendar Year 2026

Issue

As per past practice and after consultation with our Board Chair, staff have prepared the 2026 Board meeting schedule for the Board's consideration and approval. This proposal includes a provision for revising the current Board meeting structure.

Recommendation

It is recommended the Board:

1. Adopt a meeting structure that consists of one regular board meeting, eliminating the Audit and Finance Committee (AFCOM), Executive Committee (ECOM) and Contracts, Operations, Maintenance, and Safety Committee (COMS) meetings on the 2nd Friday of the month; and
2. Adopt the 2026 Board meeting schedule as detailed in Attachment A, with full board meetings on the fourth Friday of each month (except August, which is dark, and November and December due to the holidays).

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. The calendar informs Board members and members of the public of the standing Board meetings.

Background

Staff prepares an annual regular meeting calendar to maintain a consistent meeting schedule and decrease scheduling conflicts. Monthly Board meetings would be scheduled for the 4th Fridays, with exceptions in November and December when meetings take place on the 2nd Friday because of holidays. Meetings will continue to be held at the Los Angeles County Metropolitan Transportation Authority (Metro) Board Room located at One Gateway Plaza, 3rd Floor, Los Angeles, CA 90012.

Discussion

The Board meeting schedule (Attachment A) details meeting dates for calendar year 2026. Staff have taken into consideration holidays, other agencies' meeting schedules, and major industry conferences, and the schedule eliminates committee meetings.

For background, this year, the Chairman revised the order of committee meetings and staff scheduled ECOM first, followed by AFCOM and COMS on the second Friday of each month. In January owing to severe external circumstances, committee meetings were cancelled due to the massive fires in Los Angeles County, and in June due to civil unrest in Los Angeles. The Board was dark in August, and because of industry conference conflicts, no committee meetings were held in September. Due to national holidays, no committee meetings will take place in November or December. (The next and last set of committee meetings for 2025 will be in October.)

Also, given board members' option to participate in committee meetings virtually, at times confirming a quorum has come down to the wire. In July, the ECOM meeting necessitated the participation of an alternate board member whom staff had recruited the night before as a contingency. Similarly, in April staff took the same action with an alternate director for COMS. This prevented last-minute meeting cancellations due to lack of a quorum.

This year the Board's committees will have convened six times, and the full board will have met eleven times. The average length of meetings through July totaled as follows:

- ECOM: 22 minutes
- AFCOM: 30 minutes
- COMS: 25 minutes
- Full Board: 90 minutes

If the Board opts to eliminate committee meetings and move to a single monthly board meeting, Board members will hear and consider each action item at the same time, allowing for robust and timely discussion and increased camaraderie. One full Board meeting per month saves Board member travel time to and from Union Station for short committee meetings. Also, the timing of the agenda publication allows for prompt staff turnaround time on quarterly reports so information to the Board will be fresh, as opposed to the current timeline, which at times results in stale data.

Budget Impact

The budgetary impact of this action would be savings of approximately \$3,000 in meal service now dedicated to the committee meetings.

Next Steps

Upon approval from the Board, the Board Clerk will share the final calendar with internal and external stakeholders.

Prepared by: Michelle Pena, Board Clerk

Approved by: Noelia Rodriguez, Chief of Staff

Attachment(s)

[Attachment A - DRAFT 2026 Board Calendar](#)