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Policies and Procedures

No. 29

SUBJECT:

Board Approval: 3/11/04

ATTENDANCE AT TRANSIT-RELATED CONFERENCES

PURPOSE:

To establish a basis for budgeting Board member and employee attendance at transit-related conferences. Attendance at relevant industry and professional conferences is an important facet of Board member understanding of transit issues and state-of-the-art changes and the ongoing professional development of staff.

POLICY:

29.1 Board Member Attendance. It is desirable and beneficial to MTS and the constituents it represents that Board members actively participate in state and national transit-related association activities. Such activities are normally associated with the California Transit Association (CTA) and the American Public Transit Association (APTA). Each Board member is encouraged to attend one transit-related conference annually. Each year, the Chief Executive Officer will survey the Board members to ascertain their interest in attending one of the following conferences:

CTA Annual	(November)
CTA Legislative	(March)
APTA Annual	(Fall)
APTA Rapid Transit	(June)
APTA Board Members Seminar	(July)
APTA Bus	(Spring)
APTA Legislative	(March)

29.2 Employee Attendance. Employees are encouraged to attend conferences related to transit in general (as listed above in 29.1) and/or their respective disciplines. Each year, the department directors will submit to the Chief Executive Officer a list of desired conferences and other meetings to be attended. Upon return, employees attending conferences will submit a written



trip report to the Chief Executive Officer in order to share the knowledge obtained from their attendance.

- 29.3 Annual Budgeting. Board member and employee attendance will be funded (i.e., full reimbursement for travel expenses and conference fees in accordance with MTS Policy No. 44) in the annual budget subject to the availability of funds and based on the survey results from 29.1 and 29.2 above. As part of this budgeting process, the Chief Executive Officer of MTS and the General Managers of SDTC and SDTI will meet and coordinate the lists of desired travel to out-of-town conferences resulting from 29.1 and 29.2. Their objectives will be to ensure minimum representation at key industry conferences and to make sure that the cumulative attendance at any one conference is not excessive.
- 29.4 Other Meetings. In addition to the above conferences and consistent with 29.1 through 29.2, full reimbursement will be provided to any Board member or employee who is active on a CTA or APTA committee for travel and expenses related to a committee meeting. In addition, other transit-related conferences or meetings may come up from time to time that deserve attendance. For such conferences or meetings, the Chairman (in the case of Board members) or the Chief Executive Officer (in the case of employees) will determine whether attendance is desirable, consider remaining available budget for travel, and decide who should attend. This definition includes meetings such as those of the California Transportation Commission or legislative hearings, for example.
- 29.5 Expense Reporting. Standard MTS expense reports will be used for all out-of-town travel in accordance with MTS Policy No. 44.
- 29.6 Maximum Board Member Attendance. The number of Board members attending any transit-related conference should not exceed seven (i.e., less than a quorum) unless this provision is specifically waived by the Board.
- 29.7 Board Member Travel Arrangements. Basic travel arrangements for a conference will be determined and Board members will be notified in advance of the details, such as: arrival and departure dates and times, cost of the trip, date that members need to notify MTS of their interest in attending, and any potential cost impacts for changes made after that date. Board members desiring to attend a conference using the basic arrangements will notify MTS. Board members desiring different travel arrangements will contact the Board's travel agent to make those arrangements and be financially responsible for any costs over and above those determined for the basic trip. Board members shall be notified in sufficient time to make changes with advance reservation discounts. If a Board member has a change in plans subsequent to having a basic trip arranged for him/her, the Board member will be responsible for contacting the Board's travel agent, handling the changes, and be financially responsible for any costs associated with the changes.

- 29.8 Board Member/Employee Financial Responsibility. If a Board member or employee initiates a change in plans, then the individual will equally share the financial responsibility with MTS for the cost impacts of the changes, unless a medical/death emergency occurs personally or with the individual's immediate family. The "immediate family" is defined to include only husband/wife, children, brother, sister, father, mother, father-in-law, mother-in-law, or any of the aforementioned step or adopted relatives.
- 29.9 Travel by Board Member Alternate. Board alternates may attend one of the transit-related conferences conditioned on the following:
- a. He/she is attending in the place of the regular member.
 - b. He/she attended 50 percent or more of the Board meetings in the past 12 months, or since appointment, whichever time is shortest.

DDarro/SChamp/JGarde
POLICY.29.ATTENDANCE TRANSIT CONFERENCES
7/14/06

Original Policy was adopted on 8/22/85.
Policy was amended on 12/8/88.
Policy was amended on 10/27/94.
Policy was amended on 4/29/99.
Policy was amended on 3/11/04.