



Measure RR Bond Oversight Committee

Committee Protocols Governing Communications with BART Staff

Adopted April 18, 2025

PURPOSE:

The purpose of these protocols is to establish clear lines of communication between committee members, so all members are in the loop on the information staff provides members; and to ensure the public has full transparency of committee activities thru the California Public Records Act.

PROCEDURE:

SECTION 1: INFORMATION REQUESTS

- A. Any committee member requesting information from BART staff shall initiate the request in writing and email it to the staff designee.
- B. Any committee members making a verbal request of staff should put the request in writing and email it to the staff designee.
- C. The staff designee shall respond to all member requests via email and shall blind copy the entire committee. The email correspondence must include the initial committee member's request and all related correspondence and attachments.
- D. The staff designee will summarize any verbal correspondence with committee members in writing and email it to the Oversight Committee Chair (Chair).
- E. The staff designee shall immediately forward the correspondence to all members of the Bond Oversight Committee.
- F. The staff designee shall confer with the Chair any request staff believes is outside the scope of the committee's mandate.

SECTION 2: MEETING REQUESTS

- A. Any committee member wishing to meet with staff shall direct the request to the Bond Oversight Committee Chair. The Chair shall have the authority to approve or deny the request.
- B. The Chair shall email all approved requests to the staff designee and invite all committee members to attend the meeting.
- C. The staff designee shall coordinate approved requests and alert the committee of any applicable Brown Act rules.