

Admin.

January 4, 2013

Memorandum 2013-1

Meeting Schedule

When the Commission holds a one-day meeting, it generally schedules it to start at 10:00 a.m. and end at 4:00 p.m. That timing is often a poor fit for available flights, requiring those who are flying to a meeting to leave very early or arrive very late.

Occasionally, a small adjustment to the start or end time of a meeting (perhaps as little as fifteen minutes) can have a sizeable effect on travel schedules.

If the staff sees that an adjustment to a meeting's schedule start or end would have a significant beneficial effect on travel times, and the adjustment is minor or could be offset, would the Commission prefer that the staff adjust the schedule accordingly?

Respectfully submitted,

Brian Hebert
Executive Director

Any California Law Revision Commission document referred to in this memorandum can be obtained from the Commission. Recent materials can be downloaded from the Commission's website (www.clrc.ca.gov). Other materials can be obtained by contacting the Commission's staff, through the website or otherwise.

The Commission welcomes written comments at any time during its study process. Any comments received will be a part of the public record and may be considered at a public meeting.