## City of Merced

## **MEMORANDUM**

**DATE:** October 25, 2011

TO: Bicycle Advisory Commission

FROM: Kim Nutt, Planning Technician II

**SUBJECT:** Rescheduling of the December 27, 2011, scheduled meeting

## **ACTION REQUIRED:**

1) Cancel the December 27, 2011, meeting

Due to anticipated scheduling conflicts of City staff and BAC Commissioners, Planning staff is requesting that the next regularly scheduled meeting of December 27, 2011, be moved to Tuesday, December 13, 2011 (two weeks prior). The City Council Chambers is available and already reserved on that date for your use.

Because the new meeting date is *before* the scheduled one, the correct procedure, in this case, would be to cancel the scheduled meeting and, at the finish of today's business, adjourn today's meeting to the new date. No separate vote to approve the new date is necessary.

A motion/second is required and an informal voice vote will suffice to cancel the meeting.