

WHAT IS A "MEETING" UNDER THE BROWN ACT

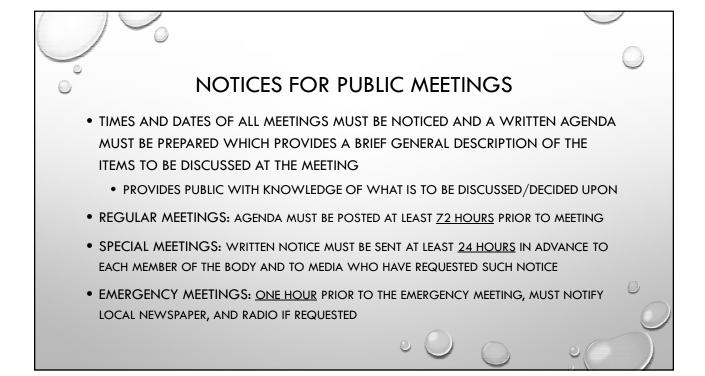
- A "MEETING" IS <u>ANY GATHERING</u> OF A <u>MAJORITY OF THE GOVERNING MEMBERS</u> OF A LEGISLATIVE BODY (QUORUM) TO <u>HEAR, DISCUSS</u>, <u>OR DELIBERATE</u> ON MATTERS WITHIN THE LEGISLATIVE BODY'S <u>JURISDICTION</u>. (GOV. CODE §54952.2(A))
 - CONSTRUED VERY BROADLY
 - GATHERING NEED NOT BE FORMAL (CAN BE JUST LUNCH)
- INCLUDES ANY USE OF DIRECT COMMUNICATION, PERSONAL INTERMEDIARIES, OR
 TECHNOLOGICAL DEVICES OR PLATFORMS WHERE THE MAJORITY OF MEMBERS OF THE
 LEGISLATIVE BODY DEVELOP, DISCUSS, OR TAKE ACTION
 - INCLUDES "SERIAL MEETINGS": A SERIES OF COMMUNICATIONS OF LESS THAN A QUORUM THAT ULTIMATELY INVOLVES A MAJORITY OF THE MEMBERS OF THE LEGISLATIVE BODY



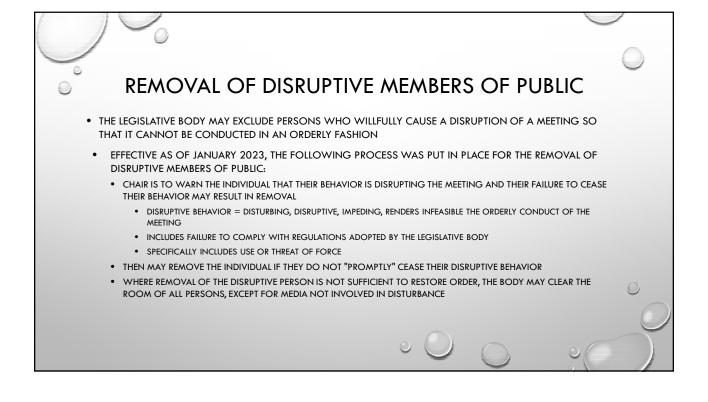
- CONFERENCES AND RETREATS
 - MUST NOT DISCUSS ITEMS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY AMONG THEMSELVES
- MEETING TO ADDRESS TOPIC OF LOCAL CONCERN NOT HOSTED BY THE AGENCY ITSELF
 - MUST NOT DISCUSS ITEMS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY AMONG THEMSELVES
 - MUST BE OPEN TO THE PUBLIC AND WELL PUBLICIZED IN ADVANCE
- SOCIAL OR CEREMONIAL OCCASIONS
 - MUST NOT DISCUSS ITEMS WITHIN THE SUBJECT MATTER JURISDICTION OF THE LEGISLATIVE BODY
 AMONG THEMSELVES
- "AD HOC" MEETINGS: MADE UP OF LESS THAN A QUORUM, WITH LIMITED SCOPE
 - CAN ONLY BE ADVISORY / NO DECISION MAKING



- REGULAR MEETINGS: OCCUR AT TIME AND LOCATION SET BY ORDINANCE, RESOLUTION, OR BYLAWS
- SPECIAL MEETINGS: CHAIR OR MAJORITY OF LEGISLATIVE BODY MAY CALL
 - CAN ONLY DISCUSS THAT WHICH WAS NOTICED ON THE POSTED AGENDA
- EMERGENCY MEETINGS: MAY BE CONDUCTED IF MAJORITY OF BODY DETERMINES THERE IS AN "EMERGENCY"
 - "EMERGENCY" = WORK STOPPAGE, CRIPPLING ACTIVITY, OR OTHER ACTIVITY THAT SEVERELY IMPAIRS PUBLIC HEALTH AND/OR SAFETY









- THE LEGISLATIVE BODY MUST PROVIDE NOTICE OF HOW THE PUBLIC CAN ACCESS THE MEETING AND OFFER COMMENT
- MUST PROVIDE SAME ACCESS TO PUBLIC TO MAKE PUBLIC COMMENT
- THE LEGISLATIVE BODY CANNOT REQUIRE COMMENTS TO BE SUBMITTED BEFORE THE START OF THE MEETING
- MEMBERS PARTICIPATING REMOTELY MUST DO SO THROUGH AUDIO AND VISUAL TECHNOLOGY
- MEMBERS PARTICIPATING REMOTELY MUST PUBLICLY DISCLOSE ANYONE ELSE 18 YEARS OR OLDER
 IS PRESENT, AND THE GENERAL NATURE OF THE MEMBER'S RELATIONSHIP
- ALL VOTES TAKEN DURING A TELECONFERENCED MEETING SHALL BE BY ROLLCALL
- IF BROADCAST IS DISRUPTED OR PUBLIC IS NOT ABLE TO PARTICIPATE AND MAKE PUBLIC COMMENT,
 NO FURTHER ACTION SHALL BE TAKEN ON AGENDA ITEMS UNTIL ACCESS IS RESTORED

REMOTE ATTENDANCE OF IN PERSON MEETING BY MEMBER OF GOVERNING BODY

MEMBER OF GOVERNING BODY MAY ONLY PARTICIPATE IN MEETINGS REMOTELY IF THEY ESTABLISH "JUST CAUSE" OR IF THEIR ABSENCE IS DUE TO AN "EMERGENCY CIRCUMSTANCE"

- JUST CAUSE IS DEFINED AS ANY ONE OF THE FOLLOWING:
 - CHILD CARE OR CAREGIVING OF A CHILD, PARENT, GRANDPARENT, GRANDCHILD, SIBLING, SPOUSE, OR DOMESTIC PARTNER THAT
 REQUIRES A MEMBER TO PARTICIPATE REMOTELY
 - A CONTAGIOUS ILLNESS THAT PREVENTS A MEMBER FROM ATTENDING IN PERSON
 - A NEED RELATED TO A PHYSICAL OR MENTAL DISABILITY
 - TRAVEL WHILE ON BUSINESS OF THE LEGISLATIVE BODY OR ANOTHER STATE OR LOCAL AGENCY
 - MEMBER IS TO NOTIFY BODY AT EARLIEST OPPORTUNITY, INCLUDING AT START OF MEETING IF NECESSARY
 - CAN ONLY USE FOR TWO MEETINGS PER CALENDAR YEAR
- EMERGENCY CIRCUMSTANCE: A PHYSICAL OR FAMILY MEDICAL EMERGENCY THAT PREVENTS MEMBER FROM ATTENDING IN PERSON
 - LEGISLATIVE BODY TO BE NOTIFIED AS SOON AS POSSIBLE, INCLUDING AT START OF MEETING IF NECESSARY
 - NEEDS TO BE APPROVED BY GOVERNING BODY AFTER GENERAL DESCRIPTION OF EMERGENCY PROVIDED BY MEMBER
 - GENERAL DESCRIPTION DOES NOT NEED TO EXCEED 20 WORDS AND DOES NOT REQUIRE DISCLOSURE OF PERSONAL MEDICAL INFORMATION OR DIAGNOSIS

