



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730

FAX (805) 481-6836

AGENDA BOARD OF DIRECTORS MEETING

1655 Front Street
6:30 P.M.

October 8, 2008

Oceano
Wednesday

BOARD MEMBERS

Jim Hill, President
Vern Dahl, Director
Barbara J. Mann, Director

Bill Bookout, Vice President
Pamela Dean, Director

SECRETARY TO THE BOARD

Patrick J. O'Reilly, General Manager

DEPUTY SECRETARY TO THE BOARD

Gina A. Davis, Administrative Assistant

FIRE CHIEF

Chief Mike Hubert

UTILITY OPERATIONS SUPERVISOR

Philip T. Davis

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

1. Roll Call*
2. Flag Salute*
3. Public Comment *
Any member of the public may address the Board on any item of interest within the jurisdiction of the Board. The Board will listen to all communications; however, in compliance with the Brown Act, the Board cannot act on items not on the agenda.
4. Board Member Items/Discussion *
5. Review and Approval of Minutes
 - a. September 24, 2008
6. Reports
 - a. Brian Hascall, Commander, Sheriff's South Station *
7. Fire Items
 - a. Fire Consolidation
Consider recommendation of General Manager to support continued efforts by the Fire Oversight Committee to consolidate Fire operations with the Cities of Grover Beach and Arroyo Grande.

8. Utility Items

- a. Cleaning and Inspection of District Sewer and Water Lines
Continual Disclosure of the Emergency declared by the Board of Directors concerning the Cleaning and Inspection of the District Sewer and Water Mains.
- b. Presentation by District Engineer on South San Luis Obispo County Sanitation District*
Presentation by staff from the South San Luis Obispo County Sanitation District on operational and planning issues.
- c. Sale of Water to Grande Mobile Manor and Halcyon Estates
Consider recommendation of the General Manager to approve agreements to provide water service to Grande Mobile Manor and Halcyon Estates.
- d. Water Desalination Project
Consider recommendation of Water and Sewer Committee concerning continued participation by District in the Water Desalination Project.

9. Administrative Items

- a. General Manager Recruitment*
The General Manager will provide an update of the status of the recruitment for a new General Manager.
- b. Board Meeting Protocol
Consider recommendations of Ad Hoc Committee concerning Board Meeting Protocol.

10. Adjourn to Executive Session

EXECUTIVE SESSION

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – WATER RIGHTS AGREEMENT
CLOSED SESSION – A closed session pursuant to Government Code Section 54956.8 and to grant authority regarding terms. The property involved is an interest in the District's water entitlements. The person or persons with whom the agency negotiator may negotiate is the authorized agent for the City of Arroyo Grande.
- b. PUBLIC EMPLOYMENT*
CLOSED SESSION – A closed session pursuant to Government Code Section 54957(b)(1) to consider the appointment or employment of a public employee. The position under consideration is Interim General Manager.
- c. CONFERENCE WITH LABOR NEGOTIATOR*
CLOSED SESSION – A closed session pursuant to Government Code Section 54957.6(a) to meet with the District's designated representative to discuss and provide direction to the representative regarding negotiations over the salary, salary schedules or other compensation paid to an unrepresented employee. The District's designated representative is General Manager Patrick O'Reilly

10. **Adjourn to Executive Session (continued)**

D. **CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVE REGARDING THE COMPENSATION PAID TO ITS REPRESENTED EMPLOYEES.**

CLOSED SESSION – a closed session pursuant to Government Code Section 54957.6 to meet and confer with the District's designated representative regarding the compensation paid to its represented employees. The District's designated representative is Patrick O'Reilly.

Return to Open Session

11. **Reports of District Representatives ***

This item gives the President and Board Members the opportunity to present reports to other members regarding committees, commissions, boards, or special projects on which they may be participating.

a. **PRESIDENT JIM HILL**

- (1) Water & Sewer Committee 10 03 2008
- (2) Special Board Meetings 09 28 2008 and 10 06 2008
- (3) Other

b. **VICE PRESIDENT BILL BOOKOUT**

- (1) Special Board Meetings 09 28 2008 and 10 06 2008
- (2) Ad Hoc Committee Board Protocol 10 06 2008
- (3) Fire Committee 10 07 2008
- (4) Other

c. **DIRECTOR VERN DAHL**

- (1) Special Board Meetings 09 28 2008 and 10 06 2008
- (2) Ad Hoc Committee Board Protocol 10 06 2008
- (3) Other

d. **DIRECTOR PAMELA DEAN**

- (1) Special Board Meetings 09 28 2008 and 10 06 2008
- (2) Fire Committee 10 07 2008
- (3) Other

e. **DIRECTOR BARBARA MANN**

- (1) Special Board Meetings 09 28 2008 and 10 06 2008
- (2) Water & Sewer Committee 10 03 2008
- (3) Other

12. **General Manager Items/Discussion***

- a. Other

13. **Board Member Discussion***

14. **Consideration of Warrants**

15. **Public Comment ***

16. Written Communications
(Correspondence for the Board Received After Preparation of this Agenda is Presented by the General Manager)

Adjournment

* Oral Presentation/Discussion

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

Consistent with the American with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the District General Manager or Administrative Assistant at 805-481-6730.

**P.O. Box 599/Oceano, CA 93475
1655 Front Street/Oceano, CA 93445
(805) 481-6730 / FAX (805) 481-6836
www.oceanocsd.org ocsd@oceanocsd.org**

RULES FOR PRESENTING TESTIMONY

All persons who wish to present testimony to the Board of Directors in a public hearing must observe the following rules:

1. When beginning to speak, first identify yourself and place of residence. This is required for the public record. Board of Directors' meetings are tape recorded.
2. All remarks must be addressed to the Chair. Conversation or debate between the speaker at the podium and a member of the audience is not permitted.
3. Please keep your remarks as brief as possible. Focus your testimony on the most important facts you wish to be considered. Avoid duplicating testimony provided by others.
4. It is important that all participants conduct themselves with courtesy, dignity and respect.
5. Whenever possible, written testimony should be presented as well as oral. Written testimony can be submitted in advance of the actual hearing date.



Oceano Community Services District

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October 8, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: CONSIDERATION OF FIRE CONSOLIDATION CONCEPTS AND ALTERNATIVES

1. Consolidation of fire and emergency services in the Five Cities Area has been under consideration for a long period of time. The intent of consolidation is to maximize the use of fire services' personnel and resources and to increase the delivery of services to our respective communities in a cost effective manner. The cities of Arroyo Grande and Grover Beach have had a Joint Fire Services Agreement since 2004. The District entered into a Joint Fire Services Agreement with those two cities in July 2008.

2. As discussed by City Manager Bob Perrault in his staff report to the Grover Beach City Council:

"Currently, the member agencies receive unified management and training services from a single source. Equipment sharing has become a reality between the agencies resulting in the reduction of a major piece of apparatus from a shared fleet. Last year a boundary drop between the Cities of Grover Beach and Arroyo Grande was implemented permitting engine companies to respond to an incident based on proximity rather than jurisdictional boundaries, thus reducing response times to border areas. More recently participating members developed a shared pool of paid for call firefighters. This shared pool has increased the ability to adequately staff all three of the departments."

3. At the August meeting of the Fire Oversight Committee, the Committee received a report on alternatives available to the Cities and the District for full consolidation. A copy of that report is provided as Attachment 1. The three options included in that report are: (1) contracting with a single agency; (2) the formation of a Joint Powers Authority, and (3) the formation of an independent fire district. After consideration the Committee directed that the alternatives be presented to each City Council and the District Board for review and input.

4. The alternatives contained in Attachment 1 only consider the cost of salaries and benefits for full time fire personnel. Consolidation under the criteria discussed in Attachment 1 would cost the District an additional \$174,690 per year. If this is the final cost impact to the District, it may be difficult for the District to fund this type of consolidation. However, simply analyzing the impact of costs associated with full time fire fighters does not allow consideration of other cost saving opportunities available to the District which may allow it to move forward with

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consolidation efforts. In order to effectively evaluate the District's ability to continue in the consolidation effort, the impact of all costs of fire operations must be evaluated. This must include capital (equipment) replacement costs and operational costs such as dispatch costs and administrative support costs where opportunities may exist to save expenditures through consolidation. It should also include a discussion of potential phased implementation of "pay comparability" for District fire fighters.

5. Another aspect of the recommendation is that cost sharing is based on population and service calls. While at first glance, this may seem to be an equitable distribution of costs, it is not the only equitable distribution. Attachment 2 was distributed at the Arroyo Grande City Council meeting of September 23, 2008 by Rick Grinsic, a fire captain with the City of San Luis Obispo. The center section of Attachment 2 shows that Oceano residents currently pay more "per person" than either Arroyo Grande or Grover Beach and the bottom section shows that Oceano residents will pay substantially more per person under the current consolidation analysis.

6. The Joint Fire Services Agreement states: "Each of the Parties agrees to work towards the identification and development of a common organizational structure capable of providing services to each of the member jurisdictions covered by this Agreement and that such organization will be **equitably funded** and administered."

Equitable funding should consider the cost burden to individual members of each community. Municipal services are typically funded through direct charges (i.e., water, sewer and garbage) or from taxes – primarily property taxes. The majority of fire services are funded through property taxes. In fact, if the third operating alternative of forming a separate fire district is pursued, it is likely that funding would be through property taxes. Under that scenario, constituents would pay based on the assessed value of their property. As an alternative method of funding fire consolidation, cost sharing based on property assessed value should be considered.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, affirm that the District desires to continue to participate in efforts by the Fire Oversight Committee to develop alternatives for full fire consolidation and direct staff to present alternatives to the Fire Oversight Committee that look at the full spectrum of costs associated with fire operations as well as other alternatives for equitably funding consolidated fire operations.



MEMORANDUM

TO: FIRE OVERSIGHT COMMITTEE

**FROM: STEVEN ADAMS, CITY MANAGER
BOB PERRAULT, CITY MANAGER
PATRICK O'REILLY, GENERAL MANAGER
MICHAEL HUBERT, FIRE CHIEF**

SUBJECT: CONSOLIDATION STRUCTURE AND FUNDING OPTIONS

DATE: AUGUST 15, 2008

BACKGROUND

In November 2005, under contract with the City of Pismo Beach, Citygate Associates prepared a Fire Department Consolidation Feasibility Analysis for Arroyo Grande, Grover Beach, Oceano and Pismo Beach. The study concluded that stand alone fire departments are "not cost effective, nor will stand alone services have the technical depth needed in a world that grows more technical, complex and regulated every year. While all the partners in this study are providing some level of fire services today, if the communities were to pool their efforts, they could cost effectively operate a full service agency, meeting everyone's needs more effectively."

However, while the analysis provided valuable information, the specific staffing and organizational recommendations were cost prohibitive. Since that time, the City of Pismo Beach has achieved efficiencies through a contract with Cal Fire. The Cities of Arroyo Grande, Grover Beach and Oceano Community Services District have entered into agreements to share fire administration, equipment, firefighter reserves and training.

The existing fire service organizational structure for Arroyo Grande, Grover Beach and Oceano has been extremely effective in advancing steps to better coordinate services in the Five Cities area. It has allowed individual organizations to maintain control and identity, while achieving the efficiencies of coordinated services, improved response times, sharing of equipment, sharing of staff, and standardizing training and procedures.

However, other inefficiencies and issues continue to exist due to separate employee contracts, informal governance and supervisory structures, and lack of parity in salary,

staffing and benefits. As a result, while successful, the existing organizational model was intended as a transition toward increased coordination and structural changes that can best sustain joint service delivery on a long-term basis.

At the June 20, 2008 meeting, Committee Member Lieberman requested discussion of consolidation structure and funding options be placed on the next Fire Oversight Committee agenda. To assist in facilitating this discussion, staff has met and developed basic information regarding available alternatives and costs involved.

CONSOLIDATION STRUCTURE ALTERNATIVES

Three primary alternative structures for future potential consolidation have been identified:

Contract for Services

The first option involves an arrangement where the City of Grover Beach and OCSD could contract with the City of Arroyo Grande for fire services. This is essentially the method utilized for the current arrangement for fire administration and training. However, some variation in the process has been established to increase the involvement of the contracting agencies in oversight, planning and supervision.

Under the contracting option, all staff would become employees of the City of Arroyo Grande. If desired, coordination could continue to be directed by a joint oversight committee.

The advantage of contracting is that it can minimize disputes and confusion because service and cost expectations are set forth in the provisions of the contract. It simplifies the supervisory and oversight structure. Lastly, a customer service relationship is established with the contracting agencies, which provides incentives to the service provider to ensure the contract arrangement remains successful.

The disadvantage is that it can reduce control and identity for the contracting agencies. Loss of control over future cost increases is normally of particular concern. While the issue of identity can be addressed through the terms of the contract, concerns during the transition often provide community and political challenges.

Joint Powers Authority

California law allows for a variety of shared services between governmental agencies. A Joint Powers Authority (JPA) creates a legally separate entity, which would be overseen by a board of directors established by the member agencies. It can be structured to include from broad to limited powers.

Under a JPA, all staff would become employees of the JPA. The JPA would likely in turn contract for one or more of the member agencies to provide overhead services, such as finance, payroll, IT, etc. The Fire Chief could report directly to one of the city managers on behalf of the JPA or directly to the JPA board of directors.

The advantage of the JPA is that each agency is an equal partner and has equal authority in voting to direct the operations. The disadvantage is that this can create

problems if there is not general agreement on, and or the ability to jointly support, the future direction of the agency.

Fire District

Establishing a fire district would require LAFCO approval and a 2/3 vote of local voters for a new tax rate. It would be an entirely independent agency, separately financed by property tax revenue and run by its own board of directors.

The advantage of a fire district is that it could provide a new revenue source to fund the expenditures required to meet the needs identified. It would also provide a structure to respond to future needs without the necessity to balance priorities with other municipal services.

Disadvantages include that it would be difficult to establish, would have little accountability to the cities and district, and may create new inefficiencies by establishing its own independent overhead costs and staffing.

COST ANALYSIS

Consolidation would involve the integration of all staffing into one agency, under the same salaries and benefits, and under one labor agreement. The costs would then be allocated to each agency based upon an agreed upon formula.

For the purposes of initial analysis and discussion, staff has prepared a preliminary cost summary based solely on current full-time uniformed staffing positions and costs. Accurate cost projections will require a more detailed analysis on all operational and staffing costs, as well as future needs. However, the initial cost summary is intended to provide a general idea of cost ranges involved in order to assess the feasibility and facilitate discussion of potential concepts.

Allocation Formula

For the purposes of this analysis, it was assumed that costs would be allocated based upon a combination of population and service calls. Utilizing these assumptions, the following cost formula was calculated:

Arroyo Grande	44%
Grover Beach	35%
OCSD	21%

If the formula were to be limited to Arroyo Grande and Grover Beach, the breakdown would be as follows:

Arroyo Grande	55.5%
Grover Beach	45.5%

Cost Allocation

For the purposes of this analysis, salaries of the existing full-time fire chief, battalion chief, fire captain and fire engineer positions were utilized to determine the change in cost if positions were transferred to uniform salary and benefit amounts. To make comparisons consistent, overtime and education pay amounts are not included. In addition, administrative staffing and other operational costs are not included. As a result, actual uniform staffing cost impacts may be higher when these factors are included, but staff believes there also may be potential savings from consolidation to operational and administrative staffing costs.

Two potential scenarios for consolidation were utilized in calculating the costs. A table of the calculations is attached.

Current base salary and benefit costs for full-time uniform staffing are as follows:

Arroyo Grande	\$957,465
Grover Beach	\$702,920
OCSD	<u>\$301,346</u>
Total	\$1,961,731

The first scenario involves consolidation of all three agencies. Current staffing levels would remain, but services to OCSD would be expanded to the full scope provided to each of the two cities. If salary and benefit amounts for each of the positions were equal, the total cost would increase to \$2,266,837. If distributed according to the formula identified above, the costs would be allocated as follows:

Arroyo Grande	\$997,408
Grover Beach	\$793,393
OCSD	<u>\$476,036</u>
Total	\$2,266,837

This would result in the following cost impacts to each of the agencies:

Arroyo Grande	\$39,943
Grover Beach	\$90,473
OCSD	<u>\$174,690</u>
Total	\$305,106

A second scenario is presented in case it is determined that the first scenario is cost prohibitive for OCSD to participate at this time. Under this scenario, a goal would be established to first consolidate fire services for the cities of Arroyo Grande and Grover Beach. OCSD would initially continue to contract for fire administration and training services under the terms of the existing agreement. In this case, total costs to the two cities would be as follows:

Arroyo Grande	\$1,013,623
Grover Beach	<u>\$796,418</u>
Total	\$1,810,041

As a result, the cost impact to each agency would be as follows:

Arroyo Grande	\$56,157
Grover Beach	<u>\$93,498</u>
Total	\$149,655

NEXT STEPS

Funding options have not yet been identified. The information provided has been developed for the purpose of soliciting input and feedback from the Committee on desired next steps. It is recommended the Committee provide direction to staff whether there is interest in pursuing one of the alternatives identified or whether other scenarios should be developed and evaluated. Based on the direction provided, staff can provide a more detailed and accurate cost analysis, along with potential funding and implementation proposals.

Attachments:

1. Formula and Cost Calculations

**Summary of Per Capita Costs
Fire Related Emergency Services
– San Luis Obispo County –
(Highest to Lowest)**

City	Population (Based on Census Data from 2000)	Fire Department Annual Budget	Annual Cost Per Citizen (Budget divided by Population)	Fire Department Paramedics
2005 (Pre-Consolidation)				
Pismo Beach	8,551	\$1,768,349	\$206 per person	No
City of San Luis Obispo	44,426	\$7,745,000	\$174 per person	Yes
Morro Bay	10,228	\$1,483,053	\$144 per person	Yes
Paso Robles	24,297	\$3,228,198	\$132 per person	Yes
Arroyo Grande	16,924	\$1,285,600	\$75 per person	No
Oceano	7,260	\$499,426	\$68 per person	No
Grover Beach	13,067	\$698,850	\$53 per person	No
Atascadero	26,400	\$1,200,000	\$45 per person	Yes
2008 (Current Situation)				
Pismo Beach	8,551	\$1,970,824	\$230 per person 11.65% increase	No
Paso Robles	24,297	\$5,505,500	\$226 per person 71.21% increase	Yes
Morro Bay	10,228	\$1,756,955	\$171 per person 18.75% increase	Yes
City of San Luis Obispo	60,426 Includes Cal Poly	\$10,422,700	\$172 per person 1.14% decrease	Yes
Atascadero	26,400	\$4,395,960	\$166 per person 268.88% increase	Yes
Oceano	7,260	\$795,075	\$109 per person 60.29% increase	No
Arroyo Grande	16,924	\$1,568,550	\$92 per person 22.66% increase	No
Grover Beach	13,067	\$1,065,174	\$81 per person 52.83% increase	No
Proposed Future Cost				
Oceano	7,260	*\$969,765	\$133 per person 22.01% increase	No
Arroyo Grande	16,924	*\$1,608,493	\$95 per person 3.26% increase	No
Grover Beach	13,067	*\$1,155,647	\$88 per person 8.64% increase	No

* = Amounts are based on figures included in the Arroyo Grande Agenda Report dated 23 September 2008

Summary of Costs for Fire Related Emergency Services – San Luis Obispo County
September, 2008



Oceano Community Services District

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October 8, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: CLEANING AND INSPECTION OF DISTRICT SEWER AND WATER LINES

1. Public Contracts Code Section 22050(c)(1) requires that if the governing body orders any action after the emergency has been declared, the governing body shall review the emergency action at its next regularly-scheduled meeting and at every regularly-scheduled meeting thereafter until the action is terminated, to determine, by four-fifths vote, that there is need to continue the action.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, determine, by four-fifths vote, that there is a need to continue the action.

Agenda Item 10 08 2008 8.a.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

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October 8, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: REQUEST FOR WATER SERVICE FROM GRANDE MOBILE MANOR AND HALCYON ESTATES

1. Consideration of this item has been rescheduled to the Regular Board Meeting on October 22, 2008.

Agenda Item 2008 10 08 8.c.

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October 8, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: WATER DESALINATION PROJECT

1. In September 2007 the District entered into an interagency agreement with the cities of Arroyo Grande and Grover Beach to fund the South San Luis Obispo County Desalination Study. The agencies received a \$90,000 Proposition 50 Grant and agreed to share the remainder of the cost for the study equally which will amount to \$18,317 for each agency.
2. The funding study is provided as Attachment 1. The proposed desalination plant would be located on property owned by South San Luis Obispo County Sanitation District. The plant would be designed to produce 2,300 acre feet of water per year. The District would receive entitlement to 750 acre feet. The total capital investment for the District would be \$12,744,200 (Table A-1) and annual operating costs would be \$1,561,500 (Table A-1). The approximate cost of an acre foot of water (amortized over 20 years) would be \$3,300.
3. There is a second option discussed referred to as the "Low cost" option. This option would produce a total of 800 acre feet per year with the district receiving 260 acre feet at a cost of approximately \$4,500 per acre foot.
4. The District presently has entitlements to 1,953 acre feet of water annually. The District can pump 900 acre feet of ground water at an approximate cost of \$250 per acre foot. The District has entitlement to 303 acre feet of Lopez water at a current cost of \$1,218 per acre foot and the District has entitlement to 750 acre feet of State water at a relatively fixed cost of \$750,000 per year. If the District uses all 750 acre feet in a year, the cost of State Water is \$1,000 per acre foot. However, in Fiscal Year 2007-08, State water is limited to 35% of our entitlement which limits the District to 262 acre feet so the cost this year is \$2,857 per acre foot.
5. The District water master plan is out of date but the District presently uses about 950 acre feet of water annually.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, determine if the District will continue to participate in the Desalination Project.

Agenda Item 10 08 2008 8.d.

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October 8, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: BOARD MEETING PROTOCOL

1. At the Board meeting of September 24, 2008, President Hill appointed an Ad Hoc Committee to review procedures for conducting Board meetings and make recommendations to the Board concerning procedural changes that should be implemented.
2. The conduct of Board meetings is discussed in Paragraph 2 of the District Rules of Order (Attachment 1).
3. Attachment 2 is a summary of procedures used by the Nipomo Community Services District to manage their Board meetings.
4. Attachment 3 is a guide to the Ralph M. Brown Act which legislates how public meetings are to be conducted in the State of California.
5. Attachments 4 through 8 are policies recommended by the California Special Districts Association in its Sample Policy Handbook.
6. The Ad Hoc Committee is scheduled to meet Monday, October 6, 2008. A copy of the proposed changes to the Rules of Order will be available Tuesday, October 7, 2008.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, adopt changes to the Rules of Order recommended by the Ad Hoc Committee.

Agenda Item 10 08 2008 9.b.

OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS - RULES OF ORDER

1. OFFICERS OF THE BOARD OF DIRECTORS.

1.1 The officers of the Board of Directors (the "Board") are the President and Vice President.

1.2 The President of the Board shall serve as chairperson at all Board meetings. The chairperson shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition to such duties as are customarily performed by the chairperson of an organization, the chairperson shall conduct all meetings in a manner consistent with the policies of the District and perform the following duties.

- (a) Open the session at the appropriate meeting time.
- (b) Announce the business before the Board in the order in which it is to be acted upon. (Announce agenda items and determine the type of action necessary).
- (c) Recognize Board members and others deserving the floor.
- (d) State and put to vote all questions which arise during the course of a Board meeting and announce the Board's decision on all subjects.
- (e) If reasonable, restrain debate.
- (f) Inform and enforce the Rules of Order as they have been adopted by the Board.
- (g) Authenticate, by signature, all acts, orders, and proceedings of the Board.
- (h) Close debate.
- (i) Make all committee appointments subject to Board approval.

1.3 In the absence of the President, the Vice President of the Board or his/her designee shall serve as chairperson over all meetings of the Board. If the President and Vice

OCEANO COMMUNITY SERVICES DISTRICT RULES OF ORDER

President the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

1.4 The President and Vice President of the Board shall be elected annually at the last regular meeting of each calendar year as follows.

(a) The determination and seating of the President and Vice President shall be the first order of business after the call to order, roll call, flag salute, and if appropriate, certification of election and seating of new board members.

(b) The call for nominations for President shall be opened by the President and nominations shall be received by voice. No nomination needs to be seconded.

(c) Nominations shall be closed upon an approved motion.

(d) An absent candidate may not be nominated and elected unless such candidate has submitted in writing his/her desire to serve.

(e) Nothing herein shall prohibit a Board member from declining to serve as a Board officer, in which case, the determination of the officer in question shall be made without regard to the declining person.

(f) The elected President takes possession of his/her office immediately and his/her term commences immediately.

(g) After the President is determined, the Vice President shall be determined in the same manner as the President. The elected Vice President takes possession of his/her office immediately and his/her terms commences immediately.

(h) Committee, interagency, and other third party body appointments shall be made by the new President during the first meeting in January or when requested by a majority of the Directors, subject to approval of the Board.

(1) No committee shall include in its membership more than two (2) Board members.

(2) "Core" appointments shall be to the Finance Committee, the Fire Committee, the Personnel Committee and the representative to the South San Luis Obispo County Sanitary District (SSLOCSD).

(3) The President will automatically be assigned as the District representative to the South San Luis Obispo County Sanitary District.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

- (4) At least one "Core" appointment will be made to each Director unless a Director declines the appointment.
- (5) No more than two "Core" appointments will be made to any one Director.
- (6) "Core" appointments will be rotated annually with no Director assigned to the same "Core" committee, except the SSLOCSD, two years in a row unless approved by a majority of the Directors.
- (7) Other appointments will be rotated on an annual basis if a Director requests assignment to a specific committee.
- (8) No more than one Director who has not previously served as a Director will serve on any "Core" committee.
- (9) Assignment to the Fire Oversight Committee will be made to a member of the Fire Committee unless both primary members of the Fire Committee decline appointment.
- (10) The President shall be appointed as an alternate member to all standing committees. The Vice President shall be appointed as an alternate for those meetings where the President serves as a regular member or where the President is unable, due to scheduling or other conflicts, to attend a committee meeting as an alternate.
- (11) The General Manager, or his/her designee, shall be an ex-officio member of all committees.

OCEANO COMMUNITY SERVICES DISTRICT RULES OF ORDER

1.5 Any member of the Board may request that an agenda item be included on a regular or special meeting for the Board to consider whether the President or Vice President shall be removed and an election be conducted to select a new President or Vice President.

(1) Upon motion and second, the President or Vice President shall be removed from office as such and an election will be held to select a new President or Vice President if a majority of the Board votes affirmatively.

(2) The call for nominations for President and/or Vice President shall be opened by the then acting President and nominations shall be received by voice. No nomination needs to be seconded.

(3) Nominations shall be closed upon an approved motion.

(4) An absent candidate may not be nominated and elected unless such candidate has submitted in writing his/her desire to serve.

(5) Nothing herein shall prohibit a Board member from declining to serve as a Board officer, in which case, the determination of the officer in question shall be made without regard to the declining person.

(6) The elected President or Vice President takes possession of his/her office immediately and his/her term commences immediately.

(7) Committee, interagency, and other third party body appointments shall be made by the new President during the first meeting after his/her election, subject to approval of the Board.

2. MEETINGS.

2.1 Regular meetings of the Board shall commence at 6:30 p.m. and adjourn by 10:00 p.m. on the second and fourth Wednesday of each calendar month in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA. It shall be the policy of the Board to complete meetings, including closed sessions, by 10:00 p.m. unless the majority of the Board elects to continue past the adjournment hour. If at the hour of 10:00 p.m. the Board has not concluded its business, the Board will review the balance of the agenda and determine whether to extend the meeting beyond the hour of 10:00 p.m., continue the remaining items, or adjourn the meeting to another date and time.

2.2 Members of the Board shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.3 No action or discussion may be taken on an item not on the posted agenda;

OCEANO COMMUNITY SERVICES DISTRICT RULES OF ORDER

provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) Board Members or the Board itself may take action to direct staff to place a matter on a future agenda.

2.4 A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three attend. Only those Board members present at a meeting may vote on business conducted at that meeting. Members may not vote when absent or by proxy. If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District secretary shall adjourn the meeting.

2.5 A roll call vote shall be taken upon the passage of all ordinances, resolutions, other matters established by Board policy or state law as requiring solicitation of bids and all matters involving more than a five thousand dollars (\$5,000.00) expenditure by the District. The roll call vote shall be entered in the minutes of the Board showing those Board members voting aye, those voting no and those not voting or absent. In calling the roll, the chairman of the meeting's name shall be called last. Upon demand by any Board member, or at the discretion of the President, the vote on any other motion or matter shall be by roll call. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence, or vote of abstention shall be recorded as an affirmative vote. Tie votes shall be lost motions.

2.6 A motion to reconsider any action previously taken by the Board must be made by a Board member who voted on the prevailing side or who had no opportunity to vote on the original motion.

2.7 Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.8 All video tape recorders, still and/or motion picture cameras shall remain

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stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room. Artificial illumination and/or flash lighting can be used only during the "Public Comment" period portion of the agenda and during special presentations such as awards at the discretion of the President.

2.9 A block of time shall be set aside to receive general public comment. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the President, public comment shall be presented from the podium. The person giving public comment shall state his/her name and general place of residence prior to giving his/her comment. Public comment shall be directed to the Board as a whole and not to any member individually or the public. Public comment shall be limited to three minutes unless extended or shortened by the President in his/her discretion. In order to avoid repetitious presentations and delay in the business of the Board, whenever any group of persons wishes to address the Board on the same subject matter, the President may request a spokesperson be chosen by the group to present their position. After public comment has been closed, no member of the public shall address the Board from the audience on the matter under consideration without first securing permission to do so from the President or a majority of the Board.

3. AGENDAS.

3.1 The General Manager, in cooperation with the President, shall prepare an agenda for each regular and special meeting of the Board. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. one week prior to the meeting date.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.

4.2 The District Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 below, shall not be required to record any remarks of Board Members or any other person.

4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

4.4 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.5 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.6 Any tape, film or other electronic record of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act.

4.7 Nothing herein shall be deemed to create a requirement that minutes be taken or tape, film or other electronic recordings be made of any closed sessions of the Board.

5. MEMBERS OF THE BOARD OF DIRECTORS.

5.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board. Information may be requested from staff or exchanges between Directors before meetings.

5.2 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

5.3 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.4 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

6. AUTHORITY OF DIRECTORS.

6.1 The Board is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

6.3 The primary responsibility of the Board is the formulation and evaluation of

OCEANO COMMUNITY SERVICES DISTRICT RULES OF ORDER

policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

7. DIRECTOR GUIDELINES.

7.1 Board Members, by making a request to the General Manager or Administrative Assistant, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or the Administrative Assistant cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager or Administrative Assistant shall inform the individual Board Member why the information is not or cannot be made available.

7.2 In handling complaints from residents, property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.

7.4 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager or Administrative Assistant. The chain of command should be followed.

7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in his/her absence, to the Administrative Assistant.

7.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

7.8 Resolution 1998-19 is incorporated into these Bylaws and is attached hereto as reference.

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8. DIRECTOR COMPENSATION.

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board attended by him/her and for each day's service rendered as a Director by request of the Board.

8.2 Each Director is authorized to receive fifty dollars (\$50.00) as a compensation for each meeting other than regular, adjourned or special meetings or other function attended by him/her and each half day's service rendered as a Director at the request of the Board.

8.3 In no event shall Director compensation exceed one hundred dollars (\$100) per day.

8.4 Director compensation shall not exceed six (6) full days in any one (1) calendar month.

8.5 Each Board Member is entitled to reimbursement for their expenses incurred in the performance of the duties required or authorized by the Board, which reimbursement shall be in strict compliance with the District's adopted travel policy and Government Code Sections 53232.1 and 53232.2, each as amended from time to time.

9. COMMITTEES.

9.1 Ad Hoc Committees.

The President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

9.2 Standing Committees.

(a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District related issues, on a continuing basis, assigned to it by the Board the Directors. Committee members shall be appointed by the President, subject only to Board approval as provided in Section 1.4 (f).

(b) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Rules. Summary notes for each meeting of each committee shall be forwarded to the Board as a public record.

Copy of document found at www.NoNewWipTax.com

**OCEANO COMMUNITY SERVICES DISTRICT
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10. CORRESPONDENCE DISTRIBUTION POLICY.

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board on Friday of each week and/or with agenda packet.

- (a) All letters approved by Board and/or signed by the President on behalf of the District; and
- (b) All letters and other documents received by the District that are of District-wide concern as reasonably determined by District staff.

11. CONFLICTS AND RELATED POLICY.

State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting, if they have a question about a particular agenda item.

11.1 Conflict of Interest.

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.2 Interest in Contracts, Government Codes Section 1090.

The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.3 Incompatible Office.

The basic rule is that public policy requires that when the duties of two offices are

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of the other public interest, their discharge by one person is incompatible with that interest.

12. EVALUATION OF CONSULTANTS.

The District Consultants, including the District Legal Counsel and District Consulting Engineer shall be evaluated annually during months of May and June of each year.

13. CONTINUING EDUCATION.

Members of the Board are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

14. BOARD RULES OF ORDER REVIEW POLICY.

These Rules of Order shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

15. RESTRICTIONS ON RULES.

15.1 These Rules shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with States and Federal laws.

15.2 In all matters not otherwise governed by these Rules, Roberts Rules of Order shall govern.

OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 1998-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OCEANO COMMUNITY SERVICES DISTRICT
ADOPTING A POLICY STATEMENT FOR RELATIONSHIPS AND CONDUCT
BETWEEN THE BOARD MEMBERS AND STAFF

BE IT RESOLVED by the Board of Directors of the Oceano
Community Services District as follows:

Section 1. This Board of Directors hereby approves
and adopts a Policy entitled "Relationships and Conduct
Between Board Members and Staff," a copy of which is
attached hereto as Exhibit "A."

Section 2. A copy of said Policy shall be kept by
the District Manager. Copies shall be distributed to:

- (a) All current District employees and new employees
at the time of hire.
- (b) All current Directors of the District and new
Directors at the time they take office.

Upon the motion of Director Baughman, seconded by
Director Brannon, on the following roll call vote:

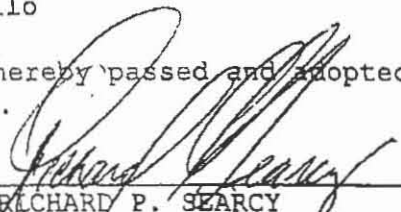
AYES: Vice President Baughman, Director Brannon,
Director Gallardo, President Searcy

NOES: None

ABSENT: None

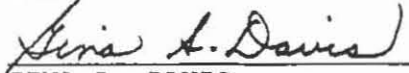
ABSTAINING: Director Angello

the foregoing resolution is hereby passed and adopted
this 19th day of August, 1998.



RICHARD P. SEARCY
Board President

ATTEST:



GINA A. DAVIS
Board Secretary

EXHIBIT "A"

POLICY STATEMENT

RELATIONSHIP AND CONDUCT BETWEEN
BOARD MEMBERS AND STAFF

It is the intent of the Board of Directors to:

- A. Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act.
- B. Allow Board Members access to information relative to the running of the District.
- C. Protect staff from undue influence, threats, and/or pressure from individual Board Members.
- D. Allow staff to execute priorities given by management and Board of Directors without fear of reprisal.
- E. Encourage Board Members to attend Special District Board Administration programs and other programs that emphasize employee relationships.

Therefore, a policy guiding the conduct between Board Members and staff is hereby established as follows:

I. BOARD OF DIRECTORS

(a) The full Board of Directors by action taken pursuant to The Brown Act retains absolute power to set policy, direct staff, and conduct the business of the District.

(b) Individual members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

(c) If a Board Member wishes to influence the actions, decisions, recommendations, workloads, work schedules, and priorities of staff, that member must

prevail upon the Board of Directors to do so as a matter of Board policy, pursuant to The Brown Act.

(d) Individual Board Members, by making a request to the General Manager or Administrative Assistant, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff, justifications for staff recommendations, etc. Board Members shall receive the cooperation and candor of the General Manager or the Administrative Assistant in being provided with the requested information.

(e) Individual Board Members are encouraged to attend Special District Board Administration programs and other programs emphasizing employee relationships.

II. STAFF

(a) The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

(b) Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by individual Board Members to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the President or the Vice President of the Board of Directors, who shall take appropriate action.

(c) In the event that an employee has been the subject of threats to job security, job advancement or other abusive conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

(d) The General Manager or the Administrative Assistant shall timely provide individual Board Member with requested information, including, but not limited to, statistical information, information serving as a basis for

certain actions by staff, justifications for staff recommendations, etc. If the General Manager or the Administrative Assistant feels that such information would be of interest to other Board Members, he/she shall see that the appropriate distribution is made.

(e) If the General Manager or Administrative Assistant cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or Administrative Assistant shall inform the individual Board Member why the information is not or cannot be made available. The General Manager shall consider other means that are in his/her judgment feasible to provide the Board Member with the requested information.

(f) If the information still cannot be provided, either the General Manager or the Board Member shall place an item on the Board agenda for Board direction as to the Board's desire and directed method of providing the information.

III. PUBLICATION OF POLICY

(a) Copies of this Policy shall be distributed to:

1. All current District employees and new employees at the time of hire.
2. All current Directors of the District and new Directors at the time they take office.

(b) The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.

Suggestions on Orderly Meetings

1 of 4

Here are some suggestions I hope will be useful. They were derived from my experience in Nipomo with the CSD and the Advisory Council, and with very helpful input from District legal counsel. Also, they are informed by the study of the Ralph M. Brown Act, which every Board member should study well.

First, the chair's introductory remarks should be crisp and brief. Since s/he gets the last word discussing motions before a vote is taken (and the repeating of motions for clarification gives him/her ample opportunity to frame them more precisely), it's better if s/he says less up front.

The chair should not allow any item to be introduced that is not on the agenda. Both staff and the public need to understand that this is an orderly process, and that people who might have come (if they had thought the item would be discussed) did not come after they read the agenda. If there is a genuine emergency (i.e., a decision must be made before the next scheduled meeting), the chair has two options: call a special meeting or amend the agenda (on a 2/3 vote, which s/he can ask for). The chair will have to stick to his/her principles more than once, but we'll all be better off if s/he does.

The chairman should adopt a routine sequence which s/he uses with little variation. It provides a set of expectations which help order people's contributions. Strike out any language in the bylaws accepting *Robert's Rules of Order* (that's District legal counsel's advice): They have no legal standing (unless validated by the bylaws), they exist in a number of editions, and they are just complex enough that the average person will not master them and yet nit-pickers can use them to call into question what has already been approved or denied. Adopting something simpler like "The meetings shall be directed by the chair" gives greater latitude without sacrificing the option of varying the usual sequence for some extraordinary reason.

Here's a sample of a meeting sequence, followed by rationales:

Public comment should be encouraged in two situations in each meeting – re issues not agendized and re issues that are. The opportunity towards the

beginning of a meeting allows the public to comment on "items not on the agenda" but that are "within the jurisdiction of the Board". The latter qualification keeps us from wasting lots of time listening to opinions on national and international issues on which the Board has no authority. The Brown Act was not designed to provide a public forum for cranks.

Most agencies have committee reports next—brief and to the point—for these often inform the discussions which follow. The Nipomo CSD usually has them last; and since our meetings usually run 5-6 hours, I understand why that decision was made. There's always a trade-off. These are reports, do not call for decisions, and do not require public comment.

The second opportunity for public comment is after the staff introduction but before the Board deliberates. Applicants with a project are always given more than 3 minutes, with a second opportunity towards the end of the discussion—to clear up misunderstandings and to disagree (if necessary) with allegations made. The chair can solicit comment from one or another person present in the meeting, but Board members should be encouraged to address the chair if they want that. If the chair loses control of the process, there's no-one else in control.

Once the agenda item is announced and has been summarized by staff, the applicant or Board member making the presentation may add to that introduction. Then the chair should ask, "Does a Board member (or Director) have any question to ask of staff (or the applicant)?" This is not a time for deliberation but clarification. Board discussion makes better sense after the public has been heard.

Then: "Is there any public comment on this item?" Before this begins, the chair should remind the audience that no person shall speak more than once on an item, persons cannot use other people's time, and the time limit is 3 minutes (or a shorter time the chair sets). There is no statutory basis for the traditional 3 minutes, and the chair can also set a total time limit for public comment. There should be no immediate response to any comment and no question & answer. If a person asks for an answer, the chair should respond: "Each person has three minutes to address the Board. We will make no responses until all public comment has ended."

Questions asked about issues not agendized may be answered or not. A simple "Thank you for your comment" is all that is required, though a Board member may ask staff to come back with answers at a later meeting. The chair must give the same courtesy to all speakers, regardless of their views. The perception that the chair is biased is very harmful to the credibility of the Board.

Certainly no dialogue with public should be allowed after public comment is closed. After everyone has had an opportunity to comment, the chair should say something like: "Very well. Now I will close public comment and bring the discussion to the Board." Responses to public comment should be reserved for staff or Board members after public comment has ended.

Here's the key concept: The public has the right to *address* the Board on an issue, NOT the right to *debate* the Board. Outbursts and interruptions from the floor should be gaveled down, reminding them that public comment is closed. If a member of the public continues to disrupt the meeting, the chair should call a brief recess and ask staff to call a deputy sheriff. (A deputy will gladly come, and the presence of a uniform almost always ends the disruption.)

Board members should be encouraged to speak no more than once on an item until the other members have had a chance to speak, and then try to speak no more than once for or against a motion. This will be tough for some to accept, but with repeated comments even the most minor issues can eat up a lot of time.

Nominations do not require a second, but motions do. And if a motion is changed, the second must agree with the change (or another second must be made). If a motion receives no second, it then "dies for the lack of a second."

People from the floor will want to speak here, but the chair should not allow it except for some extraordinary reason. And then, so as not to undo the previous consistency, the chair should announce as s/he re-opens public comment that this is not usual and say why s/he is "breaking" the usual order this time. People will become educated to an orderly process only if that is what they usually see. Much variation only leads to chaos.

4 of 4

Last, Board members should be challenged on abstentions. If there is a conflict of interest, they should identify that publicly before the item is discussed and then leave the room. They have the right to speak during the public comment

period only under two conditions: They are the proponent of a project AND they have no partner who could speak for the project. That's it. Once they have spoken, they may not remain for the discussion that follows or the vote. If a Board member wishes to abstain because of social pressures, they should be challenged on this. Relationships or friendships do not automatically constitute a conflict, and legal counsel should review this from time to time. They agreed to serve on the Board to represent the public, and that sometimes means disappointing a friend. A real friend will understand their public responsibility.

Most bylaws stipulate that an abstention means Yes (this is rooted in British and then American common law), and the bylaws should be revised to stipulate this if they do not already do so. The alternative – that it means No – is possible, but it lends itself more readily to gamesmanship.

I hope these suggestions are helpful, and I would enjoy hearing the insights of other chairs. For me, learning to lead meetings is always a work in progress.

Mike Winn
Nipomo

PS. These comments do not apply to "town hall meetings" or study sessions. Different processes, with different methods.



OPEN & PUBLIC IV:

A Guide to the Ralph M. Brown Act



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OPEN & PUBLIC IV

A GUIDE TO THE RALPH M. BROWN ACT



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CH. 2: LEGISLATIVE BODIES

CH. 3: MEETINGS

**CH. 4: AGENDAS, NOTICES, AND
PUBLIC PARTICIPATION**

CH. 5: CLOSED SESSIONS

CH. 6: REMEDIES

OPEN & PUBLIC IV:
A GUIDE TO THE RALPH M. BROWN ACT



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FOREWORD

The goal of this publication is to explain the requirements of the Ralph M. Brown Act, California's open meeting law, in lay language so that it can be readily understood by local government officials and employees, the public and the news media. We offer practical advice—especially in areas where the Brown Act is unclear or has been the subject of controversy—to assist local agencies in complying with the requirements of the law.

A number of organizations representing diverse views and constituencies have contributed to this publication in an effort to make it reflect as broad a consensus as possible among those who daily interpret and implement the Brown Act. The League thanks the following organizations for their contributions:

Association of California Healthcare Districts
Association of California Water Agencies
California Association of Sanitation Agencies (CASA)
California Attorney General – Department of Justice
City Clerks Association of California
California Municipal Utilities Association
California Redevelopment Association
California School Boards Association
California Special Districts Association
California State Association of Counties
Community College League of California
California First Amendment Project
California Newspaper Publishers Association
Common Cause
League of Women Voters of California

This publication is current as of April 2007. Updates to the publication responding to changes in the Brown Act or new court interpretations are available at www.cacities.org/opengov.

This publication is not intended to provide legal advice. A public agency's legal counsel is responsible for advising its governing body and staff and should always be consulted when legal issues arise.

To improve the readability of this publication:

- Most text will look like this.
- Practice tips are in the margins
- Hypothetical examples are printed in blue
- Frequently asked questions, along with our answers, are in shaded text

Additional copies of this publication may be purchased by visiting CityBooks online at www.cacities.org/store.

CHAPTER 1:

IT IS THE PEOPLE'S BUSINESS



THE RIGHT OF ACCESS

BROAD COVERAGE

NARROW EXEMPTIONS

**PUBLIC PARTICIPATION
IN MEETINGS**

CONTROVERSY

**BEYOND THE LAW—GOOD
BUSINESS PRACTICES**

ACHIEVING BALANCE

HISTORICAL NOTE

CHAPTER 1:

IT IS THE PEOPLE'S BUSINESS



I THE RIGHT OF ACCESS

Two key parts of the Brown Act have not changed since its adoption in 1953. One is the Brown Act's initial section, declaring the Legislature's intent:

"In enacting this chapter, the Legislature finds and declares that the public commissions, boards, and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."

"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

The people reconfirmed that intent fifty years later at the November 2004 election by adopting Proposition 59, amending the California Constitution to include a public right of access to government information:

"The people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny."

The Brown Act's other unchanged provision is a single sentence.

"All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."

That one sentence is by far the most important of the entire Brown Act. If the opening is the soul, that sentence is the heart of the Brown Act.

Practice Tip:

The key to the Brown Act is a single sentence. In summary, all meetings shall be open and public except when the Brown Act authorizes otherwise.

I BROAD COVERAGE

The Brown Act covers members of virtually every type of local government body, elected or appointed, decision-making or advisory. Some types of private organizations are covered, as are newly-elected members of a legislative body, even before they take office.

Similarly, meetings subject to the Brown Act are not limited to face-to-face gatherings. They also include any medium of communication or device by which a majority of a legislative body develops "a collective concurrence as to action to be taken." They include meetings held from remote locations by teleconference.

New communication technologies present new Brown Act challenges. For example, common email practices of forwarding or replying to messages can easily lead to a serial meeting prohibited by the Brown Act, as can participation by members of a legislative body in an Internet chatroom or blog dialogue. Communicating during meetings using electronic technology (such as laptop computers, personal digital assistants, or cellular telephones) may create the perception that private communications are influencing the outcome of decisions, so some state legislatures have banned the practice. On the other hand, widespread cablecasting and web streaming of meetings has greatly expanded public access to the decision-making process.

I NARROW EXEMPTIONS

The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. Courts and the Attorney General usually broadly construe the Brown Act in favor of greater public access and narrowly construe exemptions to its general rules.⁴

Generally, public officials should think of themselves as living in glass houses, and that they may only draw the curtains when it is in the public interest to preserve confidentiality. Closed sessions may be held only as specifically authorized by the provisions of the Brown Act itself.

The Brown Act, however, is limited to meetings among a majority of the members of multi-member government bodies when the subject relates to local agency business. It does not apply to independent conduct of individual decision-makers. It does not apply to social, ceremonial, educational, and other gatherings as long as a majority of the members of a body don't discuss issues related to their local agency's business. Meetings of temporary advisory committees—as distinguished from standing committees—made up solely of less than a quorum of a legislative body are not subject to the Brown Act.

The law does not apply to local agency staff or employees, but they may facilitate a violation by acting as a conduit for collective action or discussion.⁵

The law on the one hand recognizes the need of individual local officials to meet and discuss matters with their constituents. On the other hand, it requires—with certain specific exceptions to protect the community and preserve individual rights—that the decision-making process be public. Sometimes the boundary between the two is not easy to draw.

Practice Tip:

Think of the government's house as being made of glass. The curtains may be drawn only to further the public's interest.



I PUBLIC PARTICIPATION IN MEETINGS

In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings. Individuals, lobbyists, and members of the news media possess the right to attend, record, broadcast, and participate in public meetings. The public's participation is further enhanced by the Brown Act's requirement that a meaningful agenda be posted in advance of meetings, by limiting discussion and action to matters listed on the agenda, and by requiring that meeting materials be made available.

Legislative bodies may, however, adopt reasonable regulations on public testimony and the conduct of public meetings, including measures to address disruptive conduct and irrelevant speech.

I CONTROVERSY

Not surprisingly, the Brown Act has been a source of confusion and controversy since its inception. News media and government watchdogs often argue the law is toothless, pointing out that there has never been a single criminal conviction for a violation. They often suspect that closed sessions are being misused.

Public officials, on the other hand, complain that the Brown Act makes it difficult to respond to constituents and requires public discussions of items better discussed privately—such as why a particular person should not be appointed to a board or commission. Many elected officials find the Brown Act inconsistent with their private business experiences. Closed meetings can be more efficient, they eliminate grandstanding and promote candor. The techniques that serve well in business—the working lunch, the sharing of information through a series of phone calls or emails, the backroom conversations and compromises—are often not possible under the Brown Act.

As a matter of public policy, California (along with many other states) has concluded more is to be gained than lost by conducting public business in the open. Government behind closed doors may well be efficient and business-like, but it may be perceived as unresponsive and untrustworthy.

I BEYOND THE LAW – GOOD BUSINESS PRACTICES

Violations of the Brown Act can lead to invalidation of an agency's action, payment of a challenger's attorneys' fees, public embarrassment, even criminal prosecution. But the Brown Act is a floor, not a ceiling for conduct of public officials. This guide is focused not only on the Brown Act as a minimum standard, but also on meeting practices or activities that, legal or not, are likely to create controversy. Problems may crop up, for example, when agenda descriptions are too brief or vague, when an informal get-together takes on the appearance of a meeting, when an agency conducts too much of its business in closed session or discusses matters in closed session that are beyond the authorized scope, or when controversial issues arise that are not on the agenda.

The Brown Act allows a legislative body to adopt practices for itself and its subordinate committees and bodies that are more stringent than the law itself requires. Rather than simply restate the basic requirements of the Brown Act, local open meeting policies should strive to anticipate and prevent problems in areas where the Brown Act doesn't provide full guidance. As with the adoption of any other significant policy, public comment should be solicited.



Practice Tip:

Transparency is a foundational value for ethical government practices. The Brown Act is a floor, not a ceiling, for conduct.

A local policy could build on these basic Brown Act goals:

- A legislative body's need to get its business done smoothly
- The public's right to participate meaningfully in meetings, and to review documents used in decision-making at a relevant point in time
- A local agency's right to confidentially address certain negotiations, personnel matters, claims and litigation
- The right of the press to fully understand and communicate public agency decision-making

An explicit and comprehensive public meeting and information policy, especially if reviewed periodically, can be an important element in maintaining or improving public relations. Such a policy exceeds the absolute requirements of the law—but if the law were enough this guide would be unnecessary. A narrow legalistic approach will not avoid or resolve potential controversies. An agency should consider going beyond the law, and look at its unique circumstances and determine if there is a better way to prevent potential problems and promote public trust. At the very least, local agencies need to think about how their agendas are structured in order to make Brown Act compliance easier. They need to plan carefully to make sure public participation fits smoothly into the process.

I ACHIEVING BALANCE

The Brown Act should be neither an excuse for hiding the ball nor a mechanism for hindering efficient and orderly meetings. The Brown Act represents a balance among the interests of constituencies whose interests do not always coincide. It calls for openness in local government, yet should allow government to function responsively and productively.

On the one hand, there must be adequate notice of what discussion and action is to occur during a meeting; on the other there must be a normal degree of spontaneity in the dialogue between elected officials and their constituents.

The ability of an elected official to confer with constituents or colleagues must be balanced against the important public policy prohibiting decision-making outside of public meetings.

In the end, implementation of the Brown Act must assure full participation of the public and preserve the integrity of the decision-making process, yet not stifle government officials and impede the effective and natural operation of government.

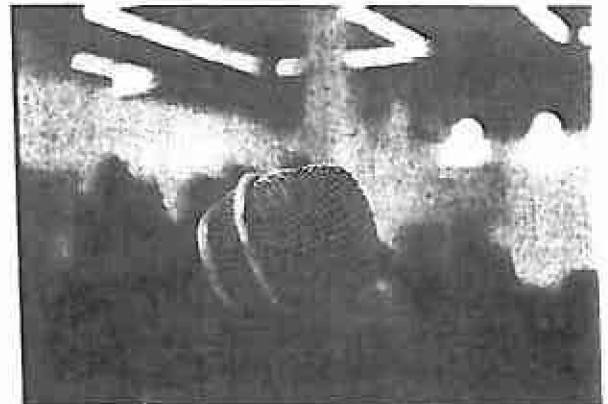
I HISTORICAL NOTE

In late 1951, *San Francisco Chronicle* reporter Mike Harris spent six weeks looking into the way local agencies conducted meetings. State law had long required that business be done in public, but Harris discovered secret meetings or caucuses were common. He wrote a 10-part series on "Your Secret Government" that ran in May and June of 1952.

Out of the series came a decision to push for a new state open meeting law. Harris and Richard (Bud) Carpenter, legal counsel for the League of California Cities, drafted a bill and Turlock Assembly Member Ralph M. Brown agreed to carry it. The bill passed the Legislature and was signed into law in 1953 by Governor Earl Warren.

Practice Tip:

The Brown Act should be viewed as a tool to facilitate the business of local government agencies. Local policies that go beyond the minimum requirements of law may help instill public confidence and avoid problems.



The Ralph M. Brown Act (the "Brown Act"), as it is known, has evolved under a series of amendments and court decisions, and has been the model for other open meeting laws—such as the Bagley-Keene Act, enacted in 1967 to cover state agencies.

Assembly Member Brown served in the Assembly for 19 years starting in 1942, the last three years as its Speaker. He then became an appellate court justice. But, he is best known for the open meeting law, which carries his name.

Endnotes

- 1 California Government Code section 54950
- 2 California Constitution, Art. 1, section 3 (b)(1)
- 3 California Government Code section 54953 (a)
- 4 This principle of broad construction when it furthers public access and narrow construction if a provision limits public access is also stated in the amendment to the state's Constitution adopted by Proposition 59 in 2004. California Constitution, Art. 1, section 3(b)(2)
- 5 *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533

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CHAPTER 2:

LEGISLATIVE BODIES



WHAT IS A "LEGISLATIVE BODY"
OF A LOCAL AGENCY?

WHAT IS NOT A "LEGISLATIVE BODY"
FOR PURPOSES OF THE BROWN ACT?

CHAPTER 2:

LEGISLATIVE BODIES



The Brown Act applies to the legislative bodies of local agencies. It defines "legislative body" broadly to include just about every type of decision-making body of a local agency.¹

WHAT IS A "LEGISLATIVE BODY" OF A LOCAL AGENCY?

A "legislative body" includes

- The "governing body" of a local agency or any other local body created by state or federal statute.² This includes city councils, boards of supervisors, school boards and boards of trustees of special districts. A "local agency" is any city, county, school district, municipal corporation, redevelopment agency, district, political subdivision, or other public agency.³ A housing authority is a local agency under the Brown Act even though it is created by and is an agent of the state.⁴ The California Attorney General has opined that air pollution control districts and regional open space districts are also covered.⁵ Entities created pursuant to joint powers agreements are local agencies within the meaning of the Brown Act.⁶

- **Newly-elected members** of a legislative body who have not yet assumed office must conform to the requirements of the Brown Act as if already in office.⁷ Thus, meetings between incumbents and newly-elected members of a legislative body, such as a meeting between two outgoing members and a member-elect of a five-member body, could violate the Brown Act.

Q. On the morning following the election to a five-member legislative body of a local agency, two successful candidates, neither an incumbent, meet with an incumbent member of the legislative body for a celebratory breakfast. Does this violate the Brown Act?

A. *It might, and absolutely would if the conversation turns to agency business. Even though the candidates-elect have not officially been sworn in, the Brown Act applies. If purely a social event, there is no violation but it would be preferable if others were invited to attend to avoid the appearance of impropriety.*

- **Appointed bodies**—whether permanent or temporary, decision-making or advisory—such as planning commissions, civil service commissions and other subsidiary committees, boards, and bodies. Volunteer groups, executive search committees, task forces, and "blue ribbon committees" created by formal action of the governing body are legislative bodies. When the members of two or more legislative bodies are appointed to serve on an entirely separate advisory group, the resulting body may be subject to the

Practice Tip:

The prudent presumption is that an advisory committee or task force is subject to the Brown Act. Even if one clearly is not, it may want to comply with the Brown Act. Public meetings may reduce the possibility of misunderstandings and controversy.

Brown Act. In one reported case, a city council created a committee of two members of the city council and two members of the city planning commission to review qualifications of prospective planning commissioners and make recommendations to the council. The court held that their joint mission made them a legislative body subject to the Brown Act. Had the two committees remained separate and met only to exchange information, they would have been exempt from the Brown Act.⁸

- **Standing committees** of a legislative body, irrespective of their composition, which have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.⁹ Even if comprised of less than a quorum of the governing body, a standing committee is subject to the Brown Act. For example, if a governing body creates long-term committees on budget and finance or on public safety, those are standing committees subject to the Brown Act. Further, function over form controls. For example, a statement by the legislative body that "the advisory committee shall not exercise continuing subject matter jurisdiction" or the fact that the committee does not have a fixed meeting schedule is not determinative.¹⁰ "Formal action" by a legislative body includes authorization given to the agency's executive officer to appoint an advisory committee pursuant to agency-adopted policy.¹¹
- The governing body of any **private organization** either: (1) created by the legislative body in order to exercise authority that may lawfully be delegated by such body to a private corporation, limited liability company or other entity or (2) that receives agency funding and whose governing board includes a member of the legislative body of the local agency appointed by the legislative body as a full voting member of the private entity's governing board.¹² These include some nonprofit corporations created by local agencies.¹³ If a local agency contracts with a private firm for a service (for example, payroll, janitorial, or food services), the private firm is not covered by the Brown Act.¹⁴ When a member of a legislative body sits on a board of a private organization as a private person and is not appointed by the legislative body, the board will not be subject to the Brown Act. Similarly, when the legislative body appoints someone other than one of its own members to such boards, the Brown Act does not apply. Nor does it apply when a private organization merely receives agency funding.¹⁵

C: The local chamber of commerce is funded in part by the city. The mayor sits on the chamber's board of directors. Is the chamber board a legislative body subject to the Brown Act?

A: *Maybe. If the chamber's governing documents require the mayor to be on the board and the city council appoints the mayor to that position, the board is a legislative body. If, however, the chamber board independently appoints the mayor to its board, or the mayor attends chamber board meetings in a purely advisory capacity, it is not.*

Q: If a community college district board creates an auxiliary organization to operate a campus bookstore or cafeteria, is the board of the organization a legislative body?

A: *Yes. But, if the district instead contracts with a private firm to operate the bookstore or cafeteria, the Brown Act would not apply to the private firm.*

- **Certain kinds of hospital operators.** A lessee of a hospital (or portion of a hospital) first leased under Health and Safety Code subsection 32121(p) after January 1, 1994, which exercises "material authority" delegated to it by a local agency, whether or not such lessee is organized and operated by the agency or by a delegated authority.¹⁶

■ WHAT IS NOT A "LEGISLATIVE BODY" FOR PURPOSES OF THE BROWN ACT?

- A temporary advisory committee **composed solely of less than a quorum** of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.¹⁷ Temporary committees are sometimes called *ad hoc*

Practice Tip:

It can be difficult to determine whether a committee falls into the category of a standing committee or an exempt temporary committee. Suppose a committee is created to explore the renewal of a franchise or a topic of similarly limited scope and duration. Is it an exempt temporary committee or a non-exempt standing committee? The answer may depend on factors such as how meeting schedules are determined, the scope of the committee's charge, or whether the committee exists long enough to have "continuing jurisdiction."

committees, a term not used in the Brown Act. Examples include an advisory committee composed of less than a quorum created to interview candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency, such as traffic congestion.¹⁸

- Groups advisory to a single decision-maker or appointed by staff are not covered. The Brown Act applies only to committees created by formal action of the legislative body and not to committees created by others. A committee advising a superintendent of schools would not be covered by the Brown Act. However, the same committee, if created by formal action of the school board, would be covered.¹⁹

• **A member of the legislative body of a local agency informally establishes an advisory committee of five residents to advise her on issues as they arise. Does the Brown Act apply to this committee?**

• **No, because the committee has not been established by formal action of the legislative body.**

- Individual decision makers who are not elected or appointed members of a legislative body are not covered by the Brown Act. For example, a disciplinary hearing presided over by a department head or a meeting of agency department heads are not subject to the Brown Act since such assemblies are not those of a legislative body.²⁰
- County central committees of political parties are also not Brown Act bodies.²¹

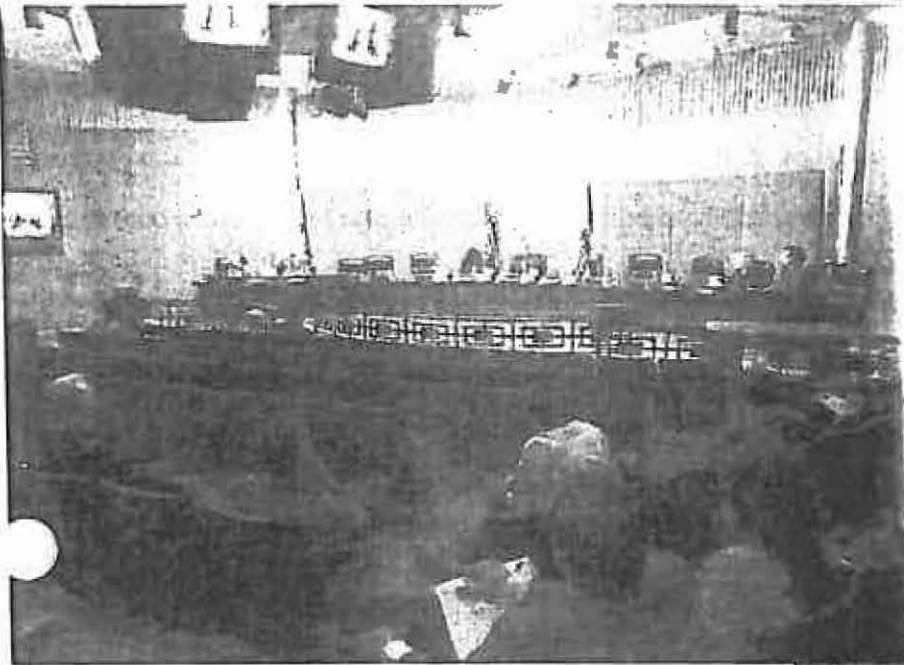
Endnotes

- 1 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123
- 2 California Government Code section 54951
- 3 California Government Code section 54951. *But see*, Education Code section 35147, which exempts certain school councils and school site advisory committees from the Brown Act and imposes upon them a separate set of rules.
- 4 *Torres v. Board of Commissioners* (1979) 89 Cal.App.3d 545
- 5 71 Ops.Cal.Atty.Gen. 96 (1988); 73 Ops.Cal.Atty.Gen. 1 (1990)
- 6 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal.App.4th 354
- 7 California Government Code section 54952.1
- 8 *Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799
- 9 California Government Code section 54952(b)
- 10 79 Ops. Cal.Atty.Gen. 69 (1996)
- 11 *Frazier v. Dixon Unified School District* (1993) 18 Cal.App.4th 781.
- 12 California Government Code section 54952(c)(1)(B). The same rule applies to a full voting member appointed prior to February 9, 1996 who, after that date, is made a non-voting board member by the legislative body. California Government Code section 54952(c)(2)
- 13 California Government Code section 54952(c)(1)(A); *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal* (1999) 69 Cal.App.4th 287; *Epstein v. Hollywood Entertainment Dist. 11 Business Improvement District* (2001) 87 Cal.App.4th 862; *see also*: 81 Ops.Cal.Atty.Gen. 281 (1998); 85 Ops.Cal.Atty.Gen. 55
- 14 *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal* (1999) 69 Cal.App.4th 287
- 15 "The Brown Act," California Attorney General (2003), p. 7
- 16 California Government Code section 54952(d)
- 17 California Government Code section 54952(b); *see also*: *Freedom Newspapers, Inc. v. Orange County Employees Retirement System Board of Directors* (1993) 6 Cal.4th 821
- 18 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123
- 19 56 Ops.Cal.Atty.Gen. 14 (1973)
- 20 *Wilson v. San Francisco Municipal Railway* (1973) 29 Cal.App.3d 870
- 21 59 Ops.Cal.Atty.Gen. 162 (1976)

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CHAPTER 3:

MEETINGS



BROWN ACT MEETINGS

**SIX EXCEPTIONS TO THE MEETING
DEFINITION**

COLLECTIVE BRIEFINGS

**RETREATS OR WORKSHOPS OF
LEGISLATIVE BODIES**

SERIAL MEETINGS

INFORMAL GATHERINGS

TECHNOLOGICAL CONFERENCING

LOCATION OF MEETINGS

CHAPTER 3:

MEETINGS



The Brown Act only applies to meetings of local legislative bodies. The Brown Act defines a meeting as: “... any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”¹ The term “meeting” under the Brown Act is not limited to gatherings at which action is taken but includes deliberative gatherings as well.

I BROWN ACT MEETINGS

Brown Act gatherings include a legislative body’s regular meetings, special meetings, emergency meetings and adjourned meetings.

- “Regular meetings” are meetings occurring at the dates, times, and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.²
- “Special meetings” are meetings called by the presiding officer or majority of the legislative body to discuss only discrete items on the agenda, under the Brown Act’s notice
- “Emergency meetings” are a limited class of meetings held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little
- “Adjourned meetings” are regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment, with no agenda required for regular meetings adjourned for less than five calendar days as long as no additional business is transacted.³

II SIX EXCEPTIONS TO THE MEETING DEFINITION

The Brown Act creates six exceptions to the meeting definition:⁴

Individual Contacts

The first exception involves individual contacts between a member of the legislative body and any other person. The Brown Act does not limit a legislative body member acting on his or her own. This exception recognizes the right to confer with constituents, advocates, consultants, news reporters, local agency staff or a colleague.

Individual contacts, however, cannot be used to do in stages what would be prohibited in one step. For example, a series of individual contacts that leads to a "collective concurrence" among a majority of the members of a legislative body is prohibited. Such serial meetings are discussed below.

Conferences

The second exception allows a legislative body majority to attend a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body.

Among other things, this exception permits legislative body members to attend annual association conferences of city, county, school, community college, and other local agency officials, so long as those meetings are open to the public. However, a majority of members cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction.



Community Meetings

The third exception allows a legislative body majority to attend an open and publicized meeting held by another organization to address a topic of local community concern. Again, a majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction. Under this exception, a legislative body majority may attend a local service club meeting or a local candidates' night if the meetings are open to the public.

"I see we have four distinguished members of the city council at our meeting tonight," said the chair of the Environmental Action Coalition.

"I wonder if they have anything to say about the controversy over enacting a slow growth ordinance?"

The Brown Act permits a majority of a legislative body to attend and speak at an open and publicized meeting conducted by another organization. The Brown Act may nevertheless be violated if a majority engages in a collective deliberation process during the meeting of the other organization. There is a fine line between what is permitted and what is not; hence, members should exercise caution when participating in these types of events.

- C. The local chamber of commerce sponsors an open and public candidate debate during an election campaign. Three of the five agency members are up for re-election and all three participate. All of the candidates are asked their views of a controversial project scheduled for a meeting to occur just after the election. May the three incumbents answer the question?**
- A. Yes, because the Brown Act does not constrain the incumbents from expressing their views regarding important matters facing the local agency as part of the political process the same as any other candidates.**

Other Legislative Bodies

The fourth exception allows a majority of a legislative body to attend an open and publicized meeting of (1) another body of the local agency and (2) a legislative body of another local agency. Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their local agency's subject matter jurisdiction. This exception allows, for example,

a city council or a majority of a board of supervisors to attend a controversial meeting of the planning commission.

Nothing in the Brown Act prevents the majority of a legislative body from sitting together at such a meeting. They may choose not to, however, to preclude any possibility of improperly discussing local agency business and to avoid the appearance of a Brown Act violation. Further, aside from the Brown Act, there may be other reasons, such as due process considerations, why the members should avoid giving public testimony or trying to influence the outcome of proceedings before a subordinate body.

- 7. **The entire legislative body intends to testify against a bill before the Senate Local Government Committee in Sacramento. Must this activity be noticed as a meeting of the body?**
 - f. *No, because the members are attending and participating in an open meeting of another governmental body which the public may attend.*
 - g. **The members then proceed upstairs to the office of their local assemblymember to discuss issues of local interest. Must this session be noticed as a meeting and be open to the public?**
 - i. *Yes, because the entire body may not meet behind closed doors except for proper closed sessions. The same answer applies to a private lunch or dinner with the assemblymember.*

Standing Committees

The fifth exception authorizes the attendance of a majority at an open and noticed meeting of a standing committee of the legislative body, provided that the legislative body members who are not members of the standing committee attend only as observers (meaning that they cannot speak or otherwise participate in the meeting).⁶

- 8. **The legislative body establishes a standing committee of two of its five members, which meets monthly. A third member of the legislative body wants to attend these meetings and participate. May she?**
 - f. *She may attend, but only as an observer; she may not participate.*

Social or Ceremonial Events

The sixth and final exception permits a majority of a legislative body to attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the local agency.

Nothing in the Brown Act prevents a majority of members from attending the same football game, party, wedding, funeral, reception, or farewell. The test is not whether a majority of a legislative body attends the function, but whether business of a specific nature within the subject matter jurisdiction of the local agency is discussed. So long as no local agency business is discussed, there is no violation of the Brown Act.

■ COLLECTIVE BRIEFINGS

None of these six exceptions permits a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing. Any such briefings that involve a majority of the body in the same place and time must be open to the public and satisfy Brown Act meeting notice and agenda requirements.



RETREATS OR WORKSHOPS OF LEGISLATIVE BODIES

There is consensus among local agency attorneys that gatherings by a majority of legislative body members at the legislative body's retreats, study sessions, or workshops are covered under the Brown Act. This is the case whether the retreat, study session, or workshop focuses on long-range agency planning, discussion of critical local issues, or on team building and group dynamics.⁶

1. The legislative body wants to hold a team-building session to improve relations among its members. May such a session be conducted behind closed doors?
2. *No, this is not a proper subject for a closed session, and there is no other basis to exclude the public. Council relations are a matter of public business.*

SERIAL MEETINGS

One of the most frequently asked questions about the Brown Act involves serial meetings. Such meetings at any one time involve only a portion of a legislative body, but eventually involve a majority.

The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful participation in legislative body decision-making. Except for teleconferencing discussed below, the Brown Act specifically prohibits "any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body."⁹

The serial meeting may occur by either a "daisy-chain" or a "hub-and-spoke" sequence. In the daisy-chain scenario Member A contacts Member B, Member B contacts Member C, Member C contacts Member D and so on, until a quorum and collective concurrence has been established. The hub-and-spoke process involves, for example, a staff member (the hub) communicating with members of a legislative body (the spokes) one-by-one for a decision on a proposed action,¹¹ or a chief executive officer briefing a majority of redevelopment agency members prior to a formal meeting and, in the process, information about the members' respective views is revealed. Each of these scenarios violates the Brown Act.

A legislative body member has the right, if not the duty, to meet with constituents to address their concerns. That member also has the right to confer with a colleague or appropriate staff about local agency business. However, if several one-on-one meetings or conferences leads to a "collective concurrence as to action to be taken" among a majority, the Brown Act has been violated. In one case, a violation occurred when a quorum of a city council directed staff by letter on an eminent domain action.¹²

On the other hand, a unilateral written communication to the legislative body, such as an informational or advisory memorandum, does not violate the Brown Act.¹³ Such a memo, however, may be a public record.¹⁴

The phone call was from a lobbyist. "Say, I need your vote for that project in the south area. How about it?"

"Well, I don't know," replied Board Member Adams. "That's kind of a sticky proposition. You sure you need my vote?"

"Well, I've got Baker and Charles lined up and another vote leaning. With you I'd be over the top ..."



Practice Tip:

Staff must exercise care not to achieve a collective concurrence by not disclosing the other members' views and positions when briefing legislative body members.

Moments later, the phone rings again. "Hey, I've been hearing some rumbles on that south area project," said the newspaper reporter. "I'm counting noses. How are you voting on it?"

Neither the lobbyist nor the reporter has violated the Brown Act, but they are facilitating a violation. The board member may have violated the Brown Act by hearing about the positions of other board members and indeed coaxing the lobbyist to reveal the other board members' positions by asking "You sure you need my vote?" The prudent course is to avoid such leading conversations and to caution lobbyists, staff and news media against revealing such positions of others.

The mayor sat down across from the city manager. "From now on," he declared, "I want you to provide individual briefings on upcoming agenda items. Some of this material is very technical, and the council members don't want to sound like idiots asking about it in public. Besides that, briefings will speed up the meeting."

A recent case supports the consensus among local agency attorneys that staff briefings of legislative body members are allowed if staff is not used as a conduit for developing collective concurrence on the matter, and if during such briefings staff does not disclose the views and positions of other members.¹⁵ Members should always be vigilant when discussing local agency business with anyone to avoid conversations that could lead to a collective concurrence among the majority of the legislative body.

"Thanks for the information," said Council Member Smith. "These zoning changes can be tricky, and now I think I'm better equipped to make the right decision."

"Glad to be of assistance," replied the planning director. "Any idea what the other council members think of the problem?"

The planning director should not ask, and the member should not answer. A one-on-one meeting that involves a member of a legislative body takes a step toward collective concurrence if either person reveals or discusses the views of other members.

- C. The agency's web-site includes a chat room where agency employees and officials participate anonymously and often discuss issues of local agency business. Members of the legislative body participate regularly. Does this scenario present a potential for violation of the Brown Act?
 - 1.. Yes, because it is a technological device that may serve to allow for the development of a collective concurrence as to action to be taken.
 - C. A member of a legislative body contacts two other members on a five-member body relative to scheduling a special meeting. Is this an illegal serial meeting?
 - 1.. No, the Brown Act expressly allows this kind of communication, though the members should avoid discussing the merits of what is to be taken up at the meeting.

Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the "reply to all" button that may inadvertently result in a Brown Act violation.

I INFORMAL GATHERINGS

Often members are tempted to mix business with pleasure—for example, by holding a post-meeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act.¹⁶ A luncheon gathering in a crowded dining room violates the Brown Act if the public does not have an adequate opportunity to hear or participate in the deliberations of members.

Thursday, 11:30 a.m. As they did every week, the board of directors of Dry Gulch Irrigation District trooped into Pop's Donut Shoppe for an hour of talk and fellowship. They sat at the corner window, fronting on Main and Broadway, to show they had nothing to hide. Whenever he could, the managing editor of the weekly newspaper down the street hurried over to join the board.

A gathering like this would not violate the Brown Act if board members scrupulously avoided talking about irrigation district issues. But it is the kind of situation that should be avoided. The public is unlikely to believe the board members could meet regularly without discussing public business. A newspaper executive's presence in no way lessens the potential for a violation of the Brown Act.

- r. The agency has won a major victory in the Supreme Court on an issue of importance. The presiding officer decides to hold an impromptu press conference in order to make a statement to the print and broadcast media. All the other members show up in order to make statements of their own and be seen by the media. Is this gathering illegal?
- f. *Technically there is no exception for this sort of gathering, but as long as members do not state their intentions as to future action to be taken and the press conference is open to the public, it seems harmless.*

I TECHNOLOGICAL CONFERENCING

In an effort to keep up with information age technologies, the Brown Act now specifically allows a legislative body to use any type of teleconferencing to meet, receive public comment and testimony, deliberate, or conduct a closed session.¹⁷

"Teleconference" is defined as "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."¹⁸

In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the Brown Act otherwise applicable. The Brown Act contains the following specific requirements:¹⁹

- Teleconferencing may be used for all purposes during any meeting
- At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction (except health authorities may count members located outside of their jurisdiction for up to 50% of the quorum as long as the notice and agenda for the meeting include the teleconference number and access code).
- Additional teleconference locations may be made available for the public



Practice Tip:

Before teleconferencing a meeting, legal counsel for the local agency should be consulted.

- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable.
- Agendas must be posted at each teleconference location, even if a hotel room or a residence
- Each teleconference location must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- All votes must be by roll call

Q. A member on vacation desires to participate in a meeting of the legislative body and vote by cellular phone from her car while driving from Washington, D.C. to New York. May she?

A. She may not participate or vote because she is not in a noticed and posted teleconference location.

The use of teleconferencing to conduct a legislative body meeting presents a variety of new issues beyond the scope of this guide to discuss in detail. Therefore, before teleconferencing a meeting, legal counsel for the local agency should be consulted.

I LOCATION OF MEETINGS

The Brown Act generally requires all regular and special meetings of a legislative body, including retreats and workshops, to be held within the boundaries of the territory over which the local agency exercises jurisdiction.²⁰

An open and publicized meeting of a legislative body may be held outside of agency boundaries if the purpose of the meeting is to:

- Comply with state or federal law or a court order, or for a judicial conference or administrative proceeding in which the local agency is a party.
- Inspect real or personal property, which cannot be conveniently brought into the local agency's territory, provided the meeting is limited to items relating to that real or personal property.

Q. The agency is considering approving a major retail mall. The developer has built other similar malls, and invites the entire legislative body to visit a mall outside the jurisdiction. May the entire body go?

A. Yes, the Brown Act permits meetings outside the boundaries of the agency for specified reasons and inspection of property is one such reason. The field trip must be treated as a meeting and the public must be able to attend.

- Participate in multiagency meetings or discussions, however, such meetings must be held within the boundaries of one of the participating agencies, and all involved agencies must give proper notice.
- Meet in the closest meeting facility if the local agency has no meeting facility within its boundaries or at its principal office if that office is located outside the territory over which the agency has jurisdiction.

- Meet with elected or appointed federal or California officials when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction
- Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.
- Visit the office of its legal counsel for a closed session on pending litigation, when to do so would reduce legal fees or costs.²¹

In addition, the governing board of a school or community college district may hold meetings outside of its boundaries to attend a conference on nonadversarial collective bargaining techniques, interview candidates for school district superintendent, or interview a potential employee from another district.²² A school board may also interview members of the public residing in another district if the board is considering employing that district's superintendent.

Similarly, meetings of a joint powers authority can occur within the territory of at least one of its member agencies, and a joint powers authority with members throughout the state may meet anywhere in the state.²³

Finally, if a fire, flood, earthquake, or other emergency makes the usual meeting place unsafe, the presiding officer can designate another meeting place for the duration of the emergency. News media that have requested notice of meetings must be notified of the designation by the most rapid means of communication available.²⁴

Endnotes:

- 1 California Government Code section 54952.2(a)
- 2 California Government Code section 54954(a)
- 3 California Government Code section 54956
- 4 California Government Code section 54956.5
- 5 California Government Code section 54955
- 6 California Government Code section 54952.2(c)
- 7 California Government Code section 54952.2(c)(4)
- 8 California Government Code section 54952.2(c)(6)
- 9 "The Brown Act," California Attorney General (2003), p. 10
- 10 California Government Code section 54952.2(b)
- 11 *Stockton Newspaper Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95
- 12 *Common Cause v. Strling* (1983) 147 Cal.App.3d 518
- 13 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363
- 14 California Government Code section 54957.5(a)
- 15 *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533
- 16 California Government Code section 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964)
- 17 California Government Code section 54953(b)(1)
- 18 California Government Code section 54953(b)(4)
- 19 California Government Code section 54953
- 20 California Government Code section 54954(b)
- 21 California Government Code section 54954(b)(1)-(7)
- 22 California Government Code section 54954(c)
- 23 California Government Code section 54954(d)
- 24 California Government Code section 54954(e)

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CHAPTER 4:

AGENDAS, NOTICES, AND PUBLIC PARTICIPATION



AGENDAS FOR REGULAR MEETINGS

MAILED AGENDA UPON WRITTEN REQUEST

NOTICE REQUIREMENTS FOR SPECIAL MEETINGS

**NOTICES AND AGENDAS FOR ADJOURNED AND
CONTINUED MEETINGS AND HEARINGS**

**NOTICE REQUIREMENTS FOR EMERGENCY
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EDUCATIONAL AGENCY MEETINGS

**NOTICE REQUIREMENTS FOR TAX OR
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NON-AGENDA ITEMS

RESPONDING TO THE PUBLIC

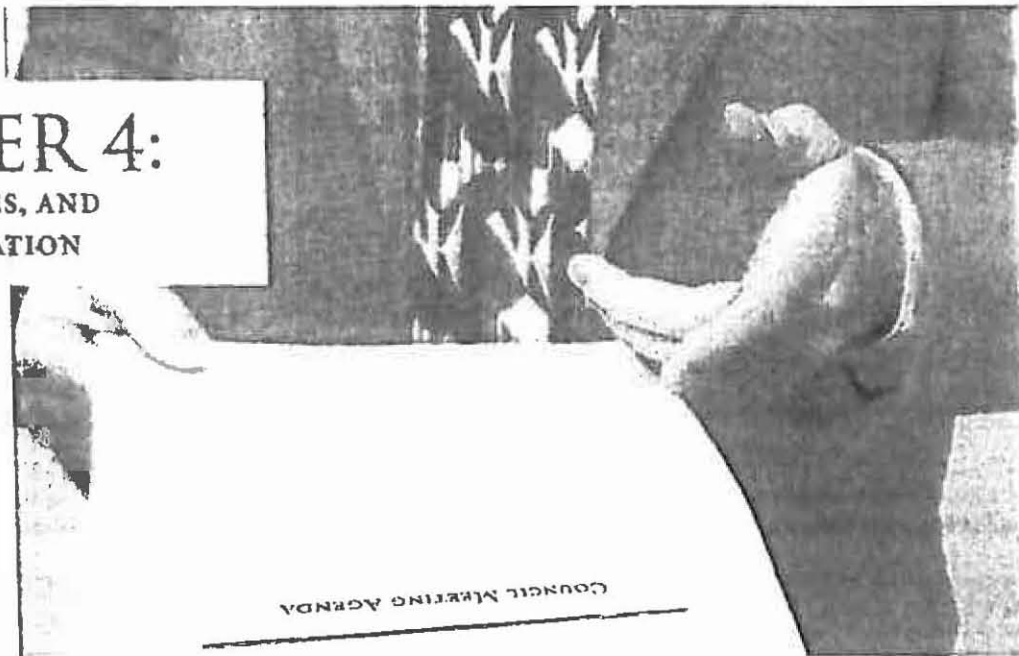
THE RIGHT TO ATTEND MEETINGS

RECORDS AND RECORDINGS

THE PUBLIC'S PLACE ON THE AGENDA

CHAPTER 4:

AGENDAS, NOTICES, AND PUBLIC PARTICIPATION



Effective notice is essential for an open and public meeting. Whether a meeting is open or how the public may participate in that meeting is academic if no one knows about the meeting.

I AGENDAS FOR REGULAR MEETINGS

Every regular meeting of a legislative body of a local agency—including advisory committees, commissions, or boards, as well as standing committees of legislative bodies—must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed.

The agenda must be posted at least 72 hours before the regular meeting in a location “freely accessible to members of the public.”¹ The California Attorney General has interpreted this requirement to require posting in locations accessible to the public 24 hours a day during the 72-hour period.² Posting may also be made on a touch screen electronic kiosk accessible without charge to the public 24 hours a day during the 72-hour period.³ However, posting an agenda on an agency’s website alone is inadequate since there is no universal access to the internet. The agenda must state the meeting time and place and must contain “a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.”⁴

Practice Tip:
Putting together
a meeting agenda
requires careful
thought.

Q. The agenda for a regular meeting contains the following items of business:

- “Consideration of a report regarding traffic on Eighth Street”
- “Consideration of contract with ABC Consulting”

Are these descriptions adequate?

A. *If the first is, it is barely adequate. A better description would provide the reader with some idea of what the report is about and what is being recommended. The second is not adequate. A better description might read “consideration of a contract with ABC Consulting in the amount of \$50,000 for traffic engineering services regarding traffic on Eighth Street.”*

- C. The agenda includes an item entitled "City Manager's Report," during which time the City Manager provides a brief report on notable topics of interest, none of which are listed on the agenda.

Is this permissible?

- 7. Yes, so long as it does not result in extended discussion or action by the body.

A brief general description may not be sufficient for closed session agenda items. The Brown Act provides safe harbor language for the various types of permissible closed sessions. Substantial compliance with the safe harbor language is recommended to protect legislative bodies and elected officials from legal challenges.

I MAILED AGENDA UPON WRITTEN REQUEST

The legislative body, or its designee, must mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. These copies shall be mailed at the time the agenda is posted. If requested, these materials must be made available in appropriate alternative formats to persons with disabilities.

A request for notice is valid for one calendar year and renewal requests must be filed January 1 of each year. The legislative body may establish a fee to recover the cost of providing the service. Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.⁵



I NOTICE REQUIREMENTS FOR SPECIAL MEETINGS

There is no express agenda requirement for special meetings, but the notice of the special meeting effectively serves as the agenda and limits the business that may be transacted or discussed. Written notice must be sent to each member of the legislative body (unless waived in writing by that member) and to each local newspaper of general circulation, and radio or television station that has requested such notice in writing. This notice must be delivered by personal delivery or any other means that ensures receipt, at least 24 hours before the time of the meeting.

The notice must state the time and place of the meeting, as well as all business to be transacted or discussed. It is recommended that the business to be transacted or discussed be described in the same manner that an item for a regular meeting would be described on the agenda—with a brief general description. As noted above, closed session items should be described in accordance with the Brown Act's safe harbor provisions to protect legislative bodies and elected officials from challenges of noncompliance with notice requirements. The special meeting notice must also be posted at least 24 hours prior to the special meeting in a site freely accessible to the public. The body cannot consider business not in the notice.⁶

I NOTICES AND AGENDAS FOR ADJOURNED AND CONTINUED MEETINGS AND HEARINGS

A regular or special meeting can be adjourned and re-adjourned to a time and place specified in the order of adjournment.⁷ If no time is stated, the meeting is continued to the hour for regular meetings. Whoever is present (even if they are less than a quorum) may so adjourn a meeting; if no member of the legislative body is present, the clerk or secretary may adjourn the meeting. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced. A copy of the order of adjournment must be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

A hearing can be continued to a subsequent meeting. The process is the same as for continuing adjourned meetings, except that if the hearing is continued to a time less than 24 hours away, a copy of the order or notice of continuance must be posted immediately following the meeting.⁸

I NOTICE REQUIREMENTS FOR EMERGENCY MEETINGS

The special meeting notice provisions apply to emergency meetings, except for the 24-hour notice.⁹ News media that have requested written notice of special meetings must be notified by telephone at least one hour in advance of an emergency meeting, and all telephone numbers provided in that written request must be tried. If telephones are not working, the notice requirements are deemed waived. However, the news media must be notified as soon as possible of the meeting and any action taken.

News media make a practice of having written requests on file for notification of special or emergency meetings. Absent such a request, a local agency has no legal obligation to notify news media of special or emergency meetings—although notification may be advisable in any event to avoid controversy.

I EDUCATIONAL AGENCY MEETINGS

The Education Code contains some special agenda and special meeting provisions,¹⁰ however, they are generally consistent with the Brown Act. An item is apparently void if not posted.¹¹ A school district must also adopt regulations to make sure the public can place matters affecting district business on meeting agendas and to address the board on those items.¹²

I NOTICE REQUIREMENTS FOR TAX OR ASSESSMENT MEETINGS AND HEARINGS

The Brown Act prescribes specific procedures for adoption by a city, county, special district, or joint powers authority of any new or increased general tax or assessment.¹³ At least one public meeting must be held to allow public testimony on the tax or assessment. In addition, there must also be at least 45 days notice of a public hearing at which public testimony may be given before the legislative body proposes to act on the tax or assessment. The agency may recover the reasonable costs of the public meetings, hearings, and notice.¹⁴

The Brown Act exempts certain fees, standby or availability charges, recurring assessments, and new or increased assessments that are subject to the notice and hearing requirements of the Constitution.¹⁵ As a practical matter, the Constitution's notice requirements have preempted this section of the Brown Act.

I NON-AGENDA ITEMS

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which a legislative body can act on an item not on the agenda.¹⁶

- When a majority decides there is an "emergency situation" (as defined for emergency meetings)
- When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action "came to the attention of the local agency subsequent to the agenda being posted." This exception requires a degree of urgency. Further, an item cannot be considered under this provision if the legislative body or the staff knew about the need to take immediate action before the agenda was posted. A "new" need does not arise because staff forgot to put an item on the agenda or because an applicant missed a deadline.
- When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

Practice Tip:

Subject to very limited exceptions, the Brown Act prohibits any action or discussion of an item not on the posted agenda.

As seen in the above-described instances, the exceptions are narrow. The first two require a specific determination by the legislative body. That determination can be challenged in court and, if unsubstantiated, can lead to invalidation of an action

"I'd like a two-thirds vote of the board, so we can go ahead and authorize commencement of phase two of the East Area Project," said chairman Jones.

"It's not on the agenda. But we learned two days ago that we finished phase one ahead of schedule—believe it or not—and I'd like to keep it that way. Do I hear a motion?"

The desire to stay ahead of schedule generally would not satisfy "a need for immediate action." Too casual an action could invite a court challenge by a disgruntled resident. The prudent course is to place an item on the agenda for the next meeting and not risk invalidation.

"We learned this morning of an opportunity for a state grant," said the chief engineer at the regular board meeting, "but our application has to be submitted in two days. We'd like the board to give us the go ahead tonight, even though it's not on the agenda."

A legitimate immediate need can be acted upon even though not on the posted agenda by following a two-step process

- *First, make two determinations (a) that there is an immediate need to take action and (b) that the need arose after the posting of the agenda. The matter is then "placed on the agenda"*
- *Second, discuss and act on the added agenda item.*

I RESPONDING TO THE PUBLIC

The public can talk about anything, but the legislative body generally cannot act on or discuss an item not on the agenda. What happens when a member of the public raises a subject not on the agenda?

While the Brown Act does not allow discussion or action on items not on the agenda, it does allow members of the legislative body, or its staff, to "briefly respond" to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. In addition, even without a comment from the public, a legislative body member or a staff member may ask for information, request a report back or to place a matter of business on the agenda for a subsequent meeting (subject to its own rules or procedures), ask a question for clarification, make a brief announcement, or briefly report on his or her own activities.¹⁷ However, caution should be used to avoid any discussion or action on such items

Councilmember A: I would like staff to respond to Resident Joe's complaints during public comment about the repaving project on Elm Street – are there problems with this project?

City Manager: The public works director has prepared a 45-minute power point presentation for you on the status of this project and will give it right now.

Councilmember B: Take all the time you need; we need to get to the bottom of this. Our residents are unhappy.



It is clear from this dialogue that the Elm Street project was not on the Council's agenda, but was raised during the public comment period for items not on the agenda. Councilmember A properly asked staff to respond, the City Manager should have given a brief response. If a lengthy report from the public works director was warranted, the City Manager should have stated that it would be placed on the agenda for the next meeting. Otherwise, both the long report and the likely discussion afterward will improperly embroil the Council in a matter that is not listed on the agenda.

I THE RIGHT TO ATTEND MEETINGS

A number of other Brown Act provisions protect the public's right to attend and participate in meetings:

Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise "fulfill any condition precedent" to attending a meeting. Any attendance list, questionnaire or other document circulated at a meeting must clearly state that its completion is voluntary and that all persons may attend whether or not they fill it out.¹⁸

No meeting or any other function can be held in a facility that prohibits attendance based on race, religious creed, color, national origin, ancestry, or sex, or that is inaccessible to the disabled. Nor can a meeting be held where the public must make a payment or purchase in order to be present.¹⁹ This does not mean, however, that the public is entitled to free entry to a conference attended by a majority of the legislative body.²⁰

While a legislative body may use teleconferencing in connection with a meeting, the public must be given notice of and access to the teleconference location. Members of the public must be able to address the legislative body from the teleconference location.²¹

Action by secret ballot, whether preliminary or final, is flatly prohibited.²²

There can be no "semi-closed" meetings, which some members of the public are permitted to attend as spectators while others are not; meetings are either open or closed.²³

The legislative body may remove persons from a meeting who willfully interrupt proceedings. If order still cannot be restored, the meeting room may be cleared. Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The legislative body may establish a procedure to re-admit an individual or individuals not responsible for the disturbance.²⁴

II RECORDS AND RECORDINGS

The public has the right to review agendas and other writings distributed to a majority of the legislative body. Except for privileged documents, those materials are public records and must be made available.²⁵ A fee or deposit may be charged for a copy of a public record.²⁶

To ensure action is not taken on documents not available for public review, writings must be made public:

- At the meeting if prepared by the local agency or a member of its legislative body, or
- After the meeting if prepared by some other person.

Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency is also subject to the Public Records Act; however, it may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording is to be provided without charge on a video or tape player made available by the local agency.²⁷ The agency may impose its ordinary charge for copies.²⁸

In addition, the public is specifically allowed to use audio or video tape recorders or still or motion picture cameras at a meeting in order to record the proceedings, absent a reasonable finding by the legislative body that recorders or cameras would persistently disrupt proceedings.²⁶

A local agency cannot prohibit or restrict the public broadcast of its open and public meetings without a reasonable finding that the noise, illumination, or obstruction of view will be a "persistent" disruption.²⁷

Finally, governing bodies can go beyond these minimal standards to require greater access to their meetings and to those of their appointed bodies.²⁸

I THE PUBLIC'S PLACE ON THE AGENDA

Every agenda for a regular meeting must allow members of the public to speak on any item of interest, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it.²⁹

- c. **Must the legislative body allow members of the public to show videos or make a power point presentation during the "public comment" part of the agenda, as long as the subject matter is relevant to the agency and is within the established time limit?**

l. Probably, although the agency is under no obligation to provide equipment.

Moreover, the legislative body cannot prohibit public criticism of policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body itself. But, the Brown Act provides no immunity for defamatory statements.³²

- c. **May the presiding officer prohibit a member of the audience from publicly criticizing an agency employee by name during public comments?**

l. No, as long as the criticism pertains to job performance.

- c. **During the public comment period of a regular meeting of the legislative body, a resident urges the public to support and vote for a candidate vying for election to the body. May the presiding officer gavel the speaker out of order for engaging in political campaign speech?**

l. There is no case law on this subject. Some would argue that campaign issues are outside the subject matter jurisdiction of the body within the meaning of Section 54954.3(a). Others take the view that the speech must be allowed under paragraph (c) of that section because it is relevant to the governing of the agency and an implicit criticism of the incumbents.

Practice Tip:

Public speakers cannot be compelled to give their name or address as a condition of speaking.

The legislative body may adopt reasonable regulations, including time limits, on public comments. Such regulations should be enforced fairly and without regard to speakers' viewpoints. The legislative body has the discretion to modify its regulations regarding time limits on public comment if necessary. For example, the time limit could be shortened to accommodate a lengthy agenda or it could be lengthened to allow additional time for discussion on a complicated matter.³⁴ The legislative body may request that persons who wish to speak fill out speaker cards, however, because anonymous speech is protected by the constitution, this must be optional.

The public need not be given an opportunity to speak on an item that has already been considered by a committee made up exclusively of members of the legislative body at a public meeting, if all interested members of the public had the opportunity to speak on the item before or during its consideration, and if the item has not been substantially changed.³⁵

Notices and agendas for special meetings must also give members of the public the opportunity to speak before or during consideration of an item but need not allow members of the public an opportunity to speak on nonagendized items.³⁶

Endnotes

- 1 California Government Code section 54954.2(a)(1)
- 2 78 Ops.Cal.Atty.Gen. 327, 331-332 (1998)
- 3 88 Ops.Cal.Atty.Gen. 218 (2006)
- 4 California Government Code section 54954.2(a)(1)
- 5 California Government Code section 54954.1
- 6 California Government Code section 54956
- 7 California Government Code section 54955
- 8 California Government Code section 54955.1
- 9 California Government Code section 54956.5
- 10 Education Code sections 35144, 35145 and 72129
- 11 *Carlson v. Paradise Unified School District* (1971) 18 Cal.App.3d 196
- 12 California Education Code section 35145.5
- 13 California Government Code section 54954.6
- 14 California Government Code section 54954.6(g)
- 15 *Sec:* Cal.Const.Art.XIII C, XIII D and California Government Code section 54954.6(h)
- 16 California Government Code section 54954.2(b)
- 17 California Government Code section 54954.2(a)(2)
- 18 California Government Code section 54953.3
- 19 California Government Code section 54961(a)
- 20 California Government Code section 54952.2(c)(2)
- 21 California Government Code section 54953(b)
- 22 California Government Code section 54953(c)
- 23 46 Ops.Cal.Atty.Gen. 34 (1965)
- 24 California Government Code section 54957.9
- 25 California Government Code section 54957.5
- 26 California Government Code section 54957.5
- 27 California Government Code section 54953.5(b)
- 28 California Government Code section 54957.5(c)
- 29 California Government Code section 54953.5(a)
- 30 California Government Code section 54953.6
- 31 California Government Code section 54953.7
- 32 California Government Code section 54954.3(a)
- 33 California Government Code section 54954.3(c)
- 34 California Government Code section 54954.3(b); *Chaffee v. San Francisco Public Library Com.* (2005) 134 Cal.App.4th 109; 75 Ops.Cal.Atty.Gen. 89 (1992)
- 35 California Government Code section 54954.3(a)
- 36 California Government Code section 54954.3(a)

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CHAPTER 5:

CLOSED SESSIONS



AGENDAS AND REPORTS

LITIGATION

REAL ESTATE NEGOTIATIONS

PUBLIC EMPLOYMENT

LABOR NEGOTIATIONS

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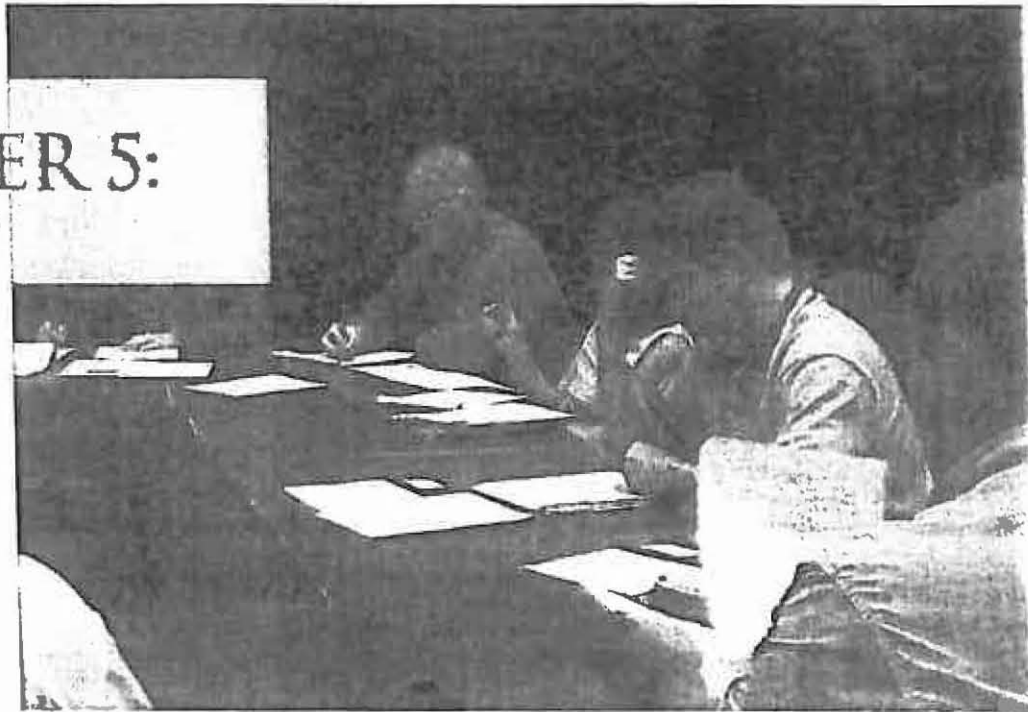
PUBLIC SECURITY

**MULTIJURISDICTIONAL DRUG LAW
ENFORCEMENT AGENCY**

HOSPITAL PEER REVIEW AND TRADE SECRETS

**THE CONFIDENTIALITY OF CLOSED SESSION
DISCUSSIONS**

CHAPTER 5: CLOSED SESSIONS



The Brown Act begins with a strong statement in favor of open meetings; private discussions among a majority of a legislative body are prohibited, unless expressly authorized under the Brown Act. It is not enough that a subject is sensitive, embarrassing, or controversial. Without specific authority in the Brown Act for a closed session, a matter must be discussed in public. As an example, a board of police commissioners cannot generally meet in closed session, even though some matters are sensitive and the commission considers their disclosure contrary to the public interest.¹

Practice Tip:

Meetings are either open or closed – there is no “in between.”

Meetings of a legislative body are either fully open or fully closed, there is nothing in between. Closed sessions may involve only the members of the legislative body and only agency counsel, management and support staff, and consultants necessary for consideration of the matter that is the subject of closed session. Individuals who do not have an official role in advising the legislative body on closed session subject matters must be excluded from closed session discussions.²

- Q. May the lawyer for someone suing the agency attend a closed session in order to explain to the legislative body why it should accept a settlement offer?
- A. No, attendance in closed sessions is reserved exclusively to the agency's advisors.

In general, the most common purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the agency or compromise the privacy interests of employees. Closed sessions should be conducted keeping those narrow purposes in mind.

In this chapter, the grounds for convening a closed session are called "exceptions," because they are exceptions to the general rule that meetings must be conducted openly. In some circumstances, none of the closed session exceptions apply to an issue or information the legislative body wishes to discuss privately. In these cases, it is not proper to convene a closed session, even to protect confidential information. For example, the Brown Act does not authorize closed sessions for general contract negotiations.

I AGENDAS AND REPORTS

Closed session items must be briefly described on the posted agenda and the description must state the specific statutory exemption. An item that appears on the open meeting portion of the agenda may not be taken into closed session until it has been properly agendized as a closed session or unless it is properly added as a closed session item by a two-thirds vote of the body after making the appropriate urgency findings.

The Brown Act supplies a series of fill-in-the-blank sample agenda descriptions for various types of authorized closed sessions, which provide a "safe harbor" from legal attacks. These sample agenda descriptions cover license and permit determinations, real property negotiations, existing or anticipated litigation, liability claims, threats to security, public employee appointments, evaluations and discipline, labor negotiations, multi-jurisdictional drug cases, hospital boards of directors, and medical quality assurance committees.³

If the legislative body intends to convene in closed session, it must include the section of the Brown Act authorizing the closed session in advance on the agenda and it must make a public announcement prior to the closed session discussion. In most cases, the announcement may simply be a reference to the agenda item.⁴

Following a closed session the legislative body must provide an oral or written report on certain actions taken and the vote of every elected member present. The timing and content of the report varies according to the reason for the closed session.⁵ The announcements may be made at the site of the closed session, so long as the public is allowed to be present to hear them.

If there is a standing or written request for documentation, any copies of contracts, settlement agreements, or other documents finally approved or adopted in closed session must be provided to the requestor(s) after the closed session, if final approval of such documents does not rest with any other party to the contract or settlement. If substantive amendments to a contract or settlement agreement approved by all parties requires retyping, such documents may be held until retyping is completed during normal business hours, but the substance of the changes must be summarized for any person inquiring about them.⁶

The Brown Act does not require minutes, including minutes of closed session. A confidential "minute book" may be kept to record actions taken at closed sessions.⁷ If one is kept, it must be made available to members of the legislative body, provided that the member asking to review minutes of a particular meeting was not disqualified from attending the meeting due to a conflict of interest.⁸ A court may order the disclosure of minutes books for the court's review if a lawsuit makes sufficient claims of an open meeting violation.

Practice Tip:

Some problems over closed sessions arise because secrecy itself breeds distrust. The Brown Act does not require closed sessions and legislative bodies may do well to resist the tendency to call a closed session simply because it may be permitted. A better practice is to go into closed session only when necessary.

Practice Tip:

Give close attention to closed session agenda descriptions. Using the wrong label can lead to invalidation of an action taken in closed session.

LITIGATION

There is an attorney/client relationship, and legal counsel may use it for privileged written and verbal communications—outside of meetings—to members of the legislative body. But protection of the attorney/client privilege cannot by itself be the reason for a closed session.⁹

The Brown Act expressly authorizes closed sessions to discuss what is considered litigation. The rules that apply to holding a litigation closed session involve complex, technical definitions and procedures. The essential thing to know is that a closed session can be held by the body to confer with, or receive advice from, its legal counsel when open discussion would prejudice the position of the local agency in litigation in which the agency is a party.¹⁰ The Attorney General believes that if the agency's attorney is not a participant, a litigation closed session cannot be held.¹¹ In any event, local agency officials should always consult the agency's attorney before placing this type of closed session on the agenda, in order to be certain that it is being done properly.

Litigation that may be discussed in closed session includes the following three types of matters.

Practice Tip:

Protection of the attorney/client privilege cannot by itself be the reason for a closed session.

Existing litigation

Existing litigation includes any adjudicatory proceedings before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. The clearest situation in which a closed session is authorized is when the local agency meets with its legal counsel to discuss a pending matter that has

1. **May the legislative body agree to settle a lawsuit in a properly-noticed closed session, without placing the settlement agreement on an open session agenda for public approval?**
2. **Yes, but the settlement agreement is a public document and must be disclosed on request. Furthermore, a settlement agreement cannot commit the agency to matters that are required to have public hearings.**

been filed in a court or with an administrative agency and names the local agency as a party. The legislative body may meet under these circumstances to receive updates on the case from attorneys, participate in developing strategy as the case develops, or to consider alternatives for resolution of the case. Generally an agreement to settle litigation may be approved in closed session. However, an agreement to settle litigation that requires actions that are subject to public hearings cannot be approved in closed session.¹²

Threatened litigation against the local agency

Closed sessions are authorized for legal counsel to inform the legislative body of specific facts and circumstances that suggest that the local agency has significant exposure to litigation. The Brown Act lists six separate categories of such facts and circumstances.¹³ The legislative body may also meet under this exception to determine whether a closed session is authorized based on information provided by legal counsel or staff.

Initiation of litigation by the local agency

A closed session may be held under the pending litigation exception when the legislative body seeks legal advice on whether to protect the agency's rights and interests by initiating litigation.

In certain cases, the circumstances and facts justifying the closed session must be publicly noticed on the agenda or announced at an open meeting. Before holding a closed session under the pending litigation exception, the legislative body must publicly state which of the three basic situations apply. It may do so simply by making a reference to the posted agenda.

Certain actions must be reported in open session at the same meeting following the closed session. Other actions, as where final approval rests with another party or the court, may be announced when they become final and upon inquiry of any person. Each agency attorney should be aware of and should make other disclosures that may be required in specific instances.

I REAL ESTATE NEGOTIATIONS

A legislative body may meet in closed session with its negotiator to discuss the purchase, sale, exchange,

- Q **May other terms of a real estate transaction, aside from price and terms of payment, be addressed in closed session?**
- A ***No. However, there are differing opinions over the scope of the phrase "price and terms of payment" in connection with real estate closed sessions. Many agency attorneys believe that any term that directly affects the economic value of the transaction falls within the ambit of "price and terms of payment." Others take a narrower, more literal view of the phrase.***

or lease of real property by or for the local agency. A "lease" includes a lease renewal or renegotiation. The purpose is to grant authority to the legislative body's negotiator on price and terms of payment.¹⁴ Caution should be exercised to limit discussion to price and terms of payment without straying to other related issues such as site design, architecture, or other aspects of the project for which the transaction is contemplated.¹⁵

The agency's negotiator may be a member of the legislative body itself. Prior to the closed session, or on the agenda, the legislative body must identify its negotiator, the real property that the negotiations may concern and the names of the persons with whom its negotiator may negotiate.¹⁶

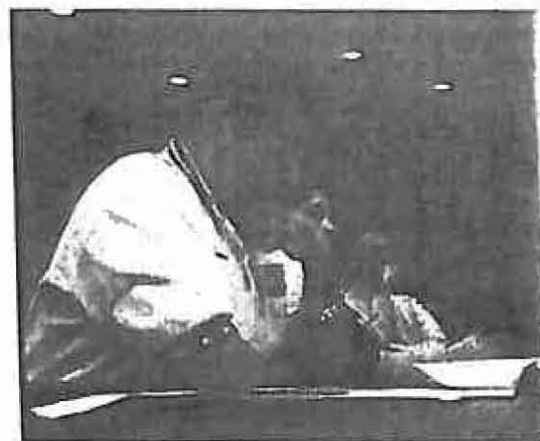
After real estate negotiations are concluded, the approval of the agreement and the substance of the agreement must be reported. If its own approval makes the agreement final, the body must report in open session at the public meeting during which the closed session is held. If final approval rests with another party, the local agency must report the approval as soon as informed of it. Once final, the substance of the agreement must be disclosed to anyone who inquires.

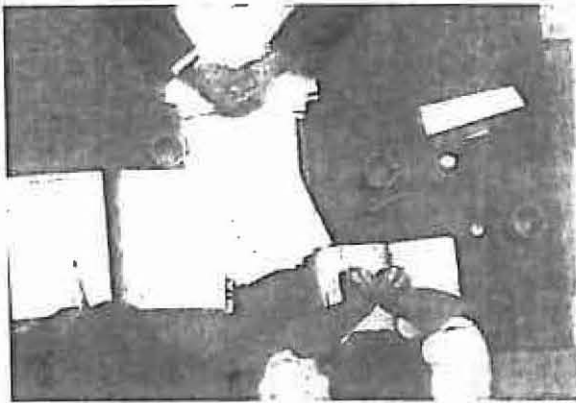
"Our population is exploding, and we have to think about new school sites," said Board Member Baker.

"Not only that," interjected Board Member Charles, "we need to get rid of a couple of our older facilities."

"Well, obviously the place to do that is in a closed session," said Board Member Doe. "Otherwise we're going to set off land speculation. And if we even mention closing a school, parents are going to be in an uproar."

A closed session to discuss potential sites is not authorized by the Brown Act. The exception is limited to meeting with its negotiator over specific sites—which must be identified at an open and public meeting.





I PUBLIC EMPLOYMENT

The Brown Act authorizes a closed session "to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee."¹⁷ The purpose of this exception – commonly referred to as the "personnel exception" – is to avoid undue publicity or embarrassment for an employee or applicant for employment and to allow full and candid discussion by the legislative body, thus, it is restricted to discussing individuals, not general personnel policies.¹⁸ The body must possess the power to appoint, evaluate, or dismiss the employee to hold a closed session under this exception.¹⁹ That authority may be delegated to a subsidiary appointed body.²⁰

An employee must be given at least 24 hours notice of any closed session convened to hear specific complaints or charges against him or her. This occurs when the legislative body is reviewing evidence, which could include live testimony, and adjudicating conflicting testimony offered as evidence. The employee has the right to have the specific complaints and charges discussed in a public session rather than closed session. If the employee is not given notice, any disciplinary action is null and void.²¹

However, an employee is not entitled to notice and a hearing where the purpose of the closed session is to consider a performance evaluation. The Attorney General and the courts have determined that personnel

- C. Must 24 hours' notice be given to an employee whose negative performance evaluation is to be considered by the legislative body in closed session?
- F. No, the notice is reserved for situations where the body is to hear complaints and charges from witnesses.

Practice Tip:

Discussions of who to appoint to an advisory body and whether or not to censure a fellow member of the legislative body must be held in the open.

performance evaluations do not constitute complaints and charges, which are more akin to accusations made against a person.²²

Correct labeling of the closed session on the agenda is critical. A closed session agenda that identified discussion of an employment contract was not sufficient to allow dismissal of an employee.²³ An incorrect agenda description can result in invalidation of an action and much embarrassment.

For purposes of the personnel exception, "employee" specifically includes an officer or an independent contractor who functions as an officer or an employee. Examples of the former include a city manager, district general manager or superintendent. An example of the latter is a legal counsel or engineer hired on contract to act as local agency attorney or chief engineer.

Elected officials, appointees to the governing body or subsidiary bodies, and independent contractors other than those discussed above are not employees for purposes of the personnel exception.²⁴ Action on individuals who are not "employees" must also be public—including discussing and voting on appointees to committees, or debating the merits of independent contractors, or considering a complaint against a member of the legislative body itself.

The personnel exception specifically prohibits discussion or action on proposed compensation in closed session, except for a disciplinary reduction in pay. Among other things, that means there can be no personnel closed sessions on a salary change (other than a disciplinary reduction) between any unrepresented individual and the legislative body. However, a legislative body may address the compensation of an unrepresented individual, such as a city manager, in a closed session as part of a labor negotiation (discussed later in this chapter), yet another example of the importance of using correct agenda descriptions.

Reclassification of a job must be public, but an employee's ability to fill that job may be considered in closed session. Any closed session action to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee must be reported at the public meeting during which the closed session is held. That report must identify the title of the position, but not the names of all persons considered for an employment position.²⁵ However, a report on a dismissal or non-renewal of an employment contract must be deferred until administrative remedies, if any, are exhausted.²⁶

"I have some important news to announce," said Mayor Jones. "We've decided to terminate the contract of the city manager, effective immediately. The council has met in closed session and we've negotiated six months' severance pay."

"Unfortunately, that has some serious budget consequences, so we've had to delay phase two of the East Area Project."

This may be an improper use of the personnel closed session if the Council agenda described the item as the city manager's evaluation. In addition, other than labor negotiations, any action on individual compensation must be taken in open session. Caution should be exercised to not discuss in closed session issues, such as budget impacts in this hypothetical, beyond the scope of the posted closed session notice.

- C. The school board is meeting in closed session to evaluate the superintendent and to consider giving her a pay raise. May the superintendent attend the closed session?**
- 1. The superintendent may attend the portion of the closed session devoted to her evaluation, but may not be present during discussion of her pay raise. Discussion of the superintendent's compensation in closed session is limited to giving direction to the school board's negotiator. Also, the clerk should be careful to notice the closed session on the agenda as both an evaluation and a labor negotiation.***

LABOR NEGOTIATIONS

The Brown Act allows closed sessions for some aspects of labor negotiations. Different provisions (discussed below) apply to school and community college districts.

A legislative body may meet in closed session to instruct its bargaining representatives, which may be one or more of its members,²⁷ on employee salaries and fringe benefits for both union and non-union employees. For represented employees, it may also consider working conditions that by law require negotiation. These sessions may take place before or during negotiations with employee representatives. Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

Practice Tip:

The personnel exception specifically prohibits discussion or action on proposed compensation in closed session, except for a disciplinary reduction in pay.

During its discussions with representatives on salaries and fringe benefits, the legislative body may also discuss available funds and funding priorities, but only to instruct its representative. The body may also meet in closed session with a conciliator who has intervened in negotiations.²⁶

Practice Tip:

Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

The approval of an agreement concluding labor negotiations with represented employees must be reported after the agreement is final and has been accepted or ratified by the other party. The report must identify the item approved and the other party or parties to the negotiation.²⁹ The labor sessions specifically cannot include final action on proposed compensation of one or more unrepresented employees. For purposes of this prohibition, an "employee" includes an officer or an independent contractor who functions as an officer or an employee. Independent contractors who do not serve in the capacity of an officer or employee are not covered by this closed session exception.

I LABOR NEGOTIATIONS—SCHOOL AND COMMUNITY COLLEGE DISTRICTS

Employee relations for school districts and community college districts are governed by the Rodda Act, where different meeting and special notice provisions apply. The entire board, for example, may negotiate in closed sessions.

Four types of meetings are exempted from compliance with the Act

- (1) a negotiating session with a recognized or certified employee organization,
- (2) a meeting of a mediator with either side;
- (3) a hearing or meeting held by a fact finder or arbitrator, and
- (4) a session between the board and its bargaining agent, or the board alone, to discuss its position regarding employee working conditions and instruct its agent.³⁰

Public participation under the Rodda Act also takes another form.³¹ All initial proposals of both sides must be presented at public meetings and are public records. The public must be given reasonable time to inform itself and to express its views before the district may adopt its initial proposal. In addition, new topics of negotiations must be made public within 24 hours. Any votes on such a topic must be followed within 24 hours by public disclosure of the vote of each member.³² The final vote must be in public.

I OTHER EDUCATION CODE EXCEPTIONS

Student disciplinary meetings by boards of school districts and community college districts are governed by the Education Code. District boards may hold a closed session to consider the suspension or discipline

of a student, if a public hearing would reveal personal, disciplinary, or academic information about students contrary to state and federal pupil privacy law. The pupil's parent or guardian may request an open meeting.

Final action concerning kindergarten through 12th grade students must be taken at a public meeting, and is a public record.³³ In the case of community colleges, only expulsions need be made public.

Community college districts may also hold closed sessions to discuss some student disciplinary matters, awarding of honorary degrees, or gifts from donors who prefer to remain anonymous.³⁴ Kindergarten through 12th grade districts may also meet in closed session to review the contents of the statewide assessment instrument.³⁵



I GRAND JURY TESTIMONY

A legislative body, including its members as individuals, may testify in private before a grand jury, either individually or as a group.³² Attendance by the entire legislative body before a grand jury would not constitute a closed session meeting under the Brown Act, since the body would not be meeting to make decisions or reach a consensus on issues within the body's subject matter jurisdiction.

I LICENSE APPLICANTS WITH CRIMINAL RECORDS

A closed session is permitted when an applicant, who has a criminal record, applies for a license or license renewal and the legislative body wishes to discuss whether the applicant is sufficiently rehabilitated to receive the license. If the body decides to deny the license, the applicant may withdraw the application. If the applicant does not withdraw, the body must deny the license in public, immediately or at its next meeting. No information from the closed session can be revealed without consent of the applicant, unless the applicant takes action to challenge the denial.³⁷

Practice Tip:

Attendance by the entire legislative body before a grand jury would not constitute a closed session meeting under the Brown Act.

I PUBLIC SECURITY

Legislative bodies may meet in closed session to discuss matters posing a threat to the security of public buildings, essential public services, including water, sewer, gas, or electric service, or to the public's right of access to public services or facilities over which the legislative body has jurisdiction. Closed session meetings for these purposes must be held with designated security or law enforcement officials including the Attorney General, district attorney, agency attorney, sheriff or chief of police, or their deputies or agency security consultant or security operations manager.³⁸ Action taken in closed session with respect to such public security issues is not reportable action.

I MULTI-JURISDICTIONAL DRUG LAW ENFORCEMENT AGENCY

A joint powers agency formed to provide drug law enforcement services to multiple jurisdictions may hold closed sessions to discuss case records of an on-going criminal investigation, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.³⁹

The exception applies to the legislative body of the joint powers agency and to any body advisory to it. The purpose is to prevent impairment of investigations, to protect witnesses and informants, and to permit discussion of effective courses of action.⁴⁰

I HOSPITAL PEER REVIEW AND TRADE SECRETS

Two specific kinds of closed sessions are allowed for district hospitals and municipal hospitals, under other provisions of law.⁴¹

- One is to hear reports of hospital medical audit or quality assurance committees, or for related deliberations. However, an applicant or medical staff member whose staff privileges are the direct subject of a hearing may request a public hearing.
- The other allows district or municipal hospitals to hold closed sessions to discuss "reports involving trade secrets"—provided no action is taken.

A "trade secret" is defined as information which is not generally known to the public or competitors and which: (1) "derives independent economic value, actual or potential" by virtue of its restricted knowledge; (2) is necessary to initiate a new hospital service or program or facility, and (3) would, if prematurely disclosed, create a substantial probability of depriving the hospital of a substantial economic benefit.

The provision prohibits use of closed sessions to discuss transitions in ownership or management, or the district's dissolution.⁴²

Practice Tip:

There is a strong interest in protecting the confidentiality of proper and lawful closed sessions.

I THE CONFIDENTIALITY OF CLOSED SESSION DISCUSSIONS

It is not uncommon for agency officials to complain that confidential information is being "leaked" from closed sessions. The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality.⁴³ It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. One court has held that members of a legislative body cannot be compelled to divulge the content of closed session discussions through the discovery process.⁴⁴ Only the legislative body acting as a body may agree to divulge confidential closed session information; as regards attorney/client privileged communications, the entire body is the holder of the privilege and only the entire body can decide to waive the privilege.⁴⁵

Before adoption of the Brown Act provision specifically prohibiting disclosure of closed session communications, agency attorneys and the Attorney General long believed that officials have a fiduciary duty to protect the confidentiality of closed session discussions. The Attorney General issued an opinion that it is "improper" for officials to disclose information received during a closed session regarding pending litigation,⁴⁶ though the opinion also concluded that a local agency may not go so far as to adopt an ordinance criminalizing public disclosure of closed session discussions,⁴⁷ making it difficult to plug closed session leaks.

The Brown Act now prescribes remedies for breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury.⁴⁸

The duty of maintaining confidentiality, of course, must give way to the obligation to disclose improper matters or discussions that may come up in closed sessions. In recognition of this public policy, the Brown Act exempts from its prohibition against disclosure of closed session communications disclosure of closed session information to the district attorney or the grand jury due to a perceived violation of law, expressions of opinion concerning the propriety or legality of actions taken in closed session, including disclosure of the nature and extent of the illegal action, and disclosing information that is not confidential.⁴⁹

The interplay between these possible sanctions and an official's first amendment rights is complex and beyond the scope of this guide. Suffice it to say that this is a matter of great sensitivity and controversy.

"I want the press to know that I voted in closed session against filing the eminent domain action," said Council Member Arnold.

"Don't settle too soon," reveals Council Member Baker to the property owner, over coffee. "The city's offer coming your way is not our bottom line."

The first comment to the press is appropriate - the Brown Act requires that certain final votes taken in closed session be reported publicly.⁵⁰ The second comment to the property owner is not - disclosure of confidential information acquired in closed session is expressly prohibited and harmful to the agency.

Endnotes

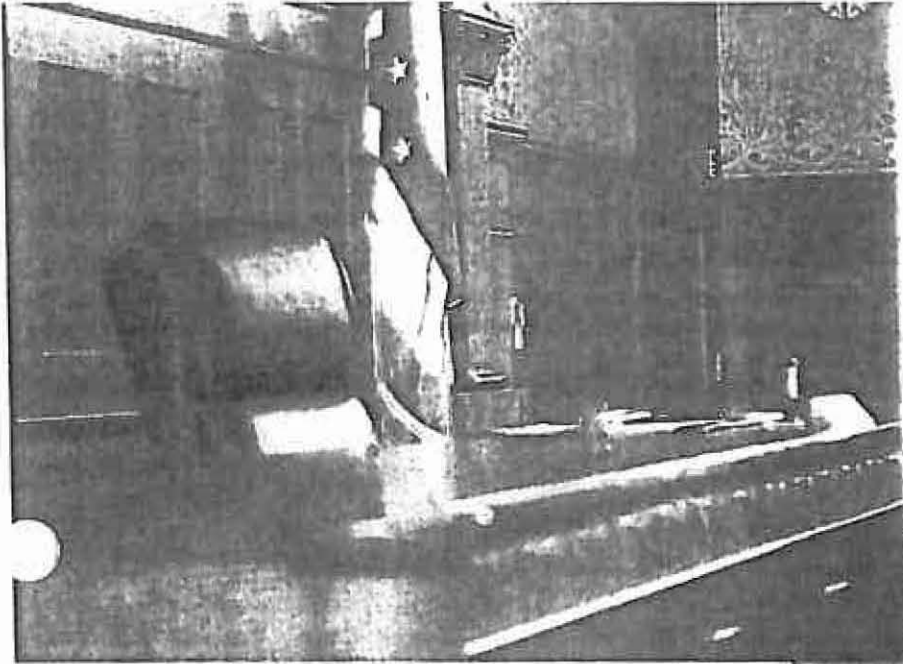
- 1 61 Ops.Cal.Atty.Gen. 220 (1978)
- 2 98 Ops.Cal.Atty.Gen. 1011 (1999)
- 3 California Government Code section 54954.5
- 4 California Government Code sections 54956.9 and 54957.7
- 5 California Government Code section 54957.1(a)
- 6 California Government Code section 54957.1(b)
- 7 California Government Code section 54957.2
- 8 *Hamilton v. Town of Los Gatos* (1989) 213 Cal.App.3d 1050; 2 Cal.Code Regs. section 18702.1(c)
- 9 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363
- 10 California Government Code section 54956.9; *Shapiro v. Board of Directors of Center City Development Corp.* (2005) 134 Cal.App.4th 170 (agency must be a party to the litigation).
- 11 "The Brown Act," California Attorney General (2003), p. 40
- 12 *Tanacas Property Owners Association v. City of Malibu* (2006) 138 Cal.App.4th 172
- 13 Government Code section 54956.9(b)
- 14 California Government Code section 54956.8
- 15 *Shapiro v. San Diego City Council* (2002) 96 Cal.App.4th 904
- 16 California Government Code section 54956.8
- 17 California Government Code section 54957
- 18 63 Ops.Cal.Atty.Gen. 215 (1980); *but see: Duvall v. Board of Trustees* (2000) 93 Cal.App.4th 902 (board may discuss personnel evaluation criteria, process and other preliminary matters in closed session).
- 19 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 85 Ops.Cal.Atty.Gen. 77 (2002)
- 20 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 80 Ops.Cal.Atty.Gen. 308 (1997). Interviews of candidates to fill a vacant staff position conducted by a temporary committee appointed by the governing body may be done in closed session.
- 21 California Government Code section 54957
- 22 78 Ops.Cal.Atty.Gen. 218 (1995); *Bell v. Vista Unified School District* (2000) 82 Cal.App.4th 672; *Furtado v. Sierra Community College* (1998) 68 Cal.App.4th 876; *Fischer v. Los Angeles Unified School District* (1999) 70 Cal.App.4th 87
- 23 *Moreno v. City of King* (2005) 127 Cal.App.4th 17
- 24 California Government Code section 54957
- 25 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165
- 26 California Government Code section 54957.1(a)(5)
- 27 California Government Code section 54957.6
- 28 57 Ops.Cal.Atty.Gen. 209 (1974)
- 29 California Government Code section 54957.1(a)(6)
- 30 California Government Code section 3549.1
- 31 California Government Code section 3540
- 32 California Government Code section 3547
- 33 California Education Code section 48918
- 34 California Education Code section 72122
- 35 California Education Code section 60617
- 36 California Government Code section 54953.1
- 37 California Government Code section 54956.7

- 38 California Government Code section 54957
- 39 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal.App.4th 354
- 40 California Government Code section 54957.8
- 41 California Government Code section 54962
- 42 California Health and Safety Code section 32106
- 43 Government Code section 54963; *Harron v. Bomilla* (2005) 125 Cal.App.4th 738
- 44 *Kleinman v. Superior Court* (1999) 74 Cal.App.4th 324, 327; *see also*: California Government Code section 54963
- 45 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363
- 46 80 Ops.Cal.Atty.Gen. 231 (1997)
- 47 76 Ops.Cal.Atty.Gen. 289 (1993)
- 48 California Government Code section 54963
- 49 California Government Code section 54957
- 50 California Government Code section 54957.1

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at www.cacities.org/opengov. A current version of the Brown Act may be found at www.leginfo.ca.gov.

CHAPTER 6:

REMEDIES



INVALIDATION

**CIVIL ACTION TO PREVENT
FUTURE VIOLATIONS**

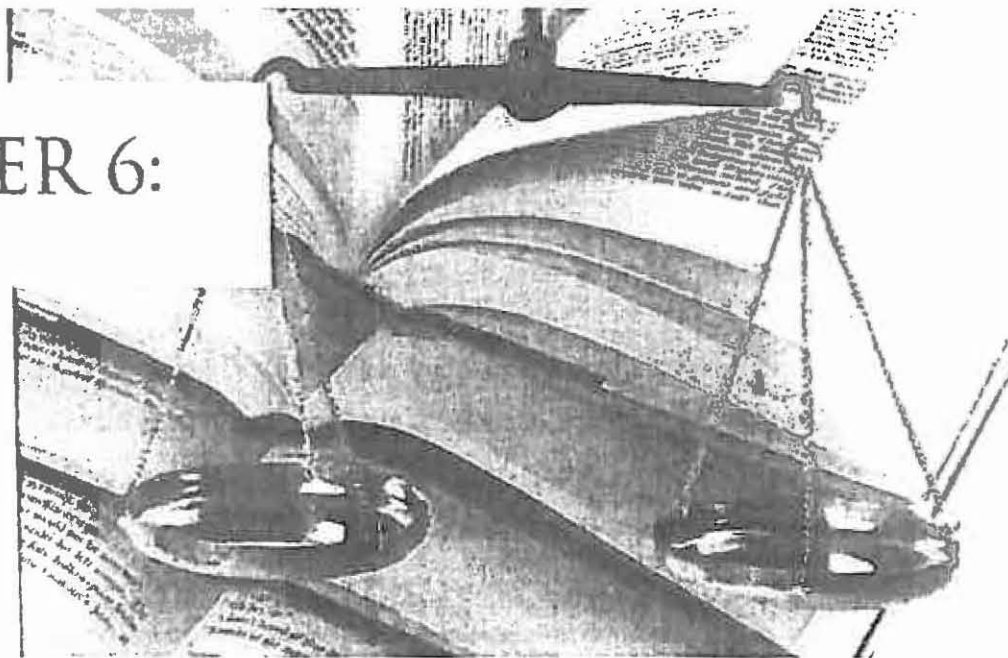
COSTS AND ATTORNEY'S FEES

CRIMINAL COMPLAINTS

VOLUNTARY RESOLUTION

CHAPTER 6:

REMEDIES



Certain violations of the Brown Act are designated as misdemeanors, although by far the most commonly used enforcement provisions are those that authorize civil actions to invalidate specified actions taken in violation of the Brown Act and to stop or prevent future violations. Still, despite all the safeguards and remedies to enforce them, it is ultimately impossible for the public to monitor every aspect of public officials' interactions. Compliance ultimately results from regular training and a good measure of self-regulation on the part of public officials. This chapter discusses the remedies available to the public when that self-regulation is ineffective.

I INVALIDATION

Any interested person, including the district attorney, may seek to invalidate certain actions of a legislative body on the ground that they violate the Act.¹ Violations of the Brown Act, however, cannot be invalidated if they involve the following types of actions:

- Those taken in substantial compliance with the law,
- Those involving sale or issuance of notes, bonds or other indebtedness, or any related contracts or agreements;
- Those creating a contractual obligation, including a contract awarded by competitive bid for other than compensation for professional services, upon which a party has in good faith relied to its detriment;
- Those connected with the collection of any tax; or
- Those in which the complaining party had actual notice at least 72 hours prior to the meeting at which the action is taken.

Before filing a court action seeking invalidation, a person who believes a violation has occurred must send a written "cure or correct" demand to the legislative body. This demand must clearly describe the challenged action, the nature of the claimed violation, and the "cure" sought. This demand must be sent within 90 days of the alleged violation or 30 days if the action was taken in open session but in violation of Section 54952.2, which defines "meetings".² The legislative body then has up to 30 days to cure and correct its action. If it does not act, any lawsuit must be filed within the next 15 days.

The purpose of this requirement is to offer the body an opportunity to consider whether a violation has occurred and to weigh its options before litigation is filed. The Act does not specify how to cure or correct a violation; the best method is to rescind the action being complained of and to start over.

Although just about anyone has standing to bring an action for invalidation³, the challenger must show prejudice as a result of the alleged violation.⁴ An action to invalidate fails to state a cause of action against the agency if the body deliberated but did not take an action.⁵

■ CIVIL ACTION TO PREVENT FUTURE VIOLATIONS

The district attorney or any interested person can file a civil action asking the court to

- Stop or prevent violations or threatened violations of the Brown Act by members of the legislative body of a local agency,
- Determine the applicability of the Brown Act to actions or threatened future action of the legislative body,
- Determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid under state or federal law, or
- Compel the legislative body to tape record its closed sessions.

It is not necessary for a challenger to prove a past pattern or practice of violations by the local agency in order to obtain injunctive relief. A court may presume when issuing an injunction that a single violation will continue in the future where the public agency refuses to admit to the alleged violation or to renounce or curtail the practice.⁶ Note, however, that a court may not compel elected officials to disclose their recollections of what transpired in a closed session.⁷

Upon finding a violation of the Brown Act pertaining to closed sessions, a court may compel the legislative body to tape record its future closed sessions. In a subsequent lawsuit to enforce the Act alleging a violation occurring in closed session, a court may upon motion of the plaintiff review the tapes if there is good cause to think the Brown Act has been violated, and make public the relevant portion of the closed session recording.

■ COSTS AND ATTORNEY'S FEES

Someone who successfully invalidates an action taken in violation of the Brown Act or who successfully enforces one of the Brown Act's civil remedies may seek court costs and reasonable attorney's fees. One court has held that attorney's fees must be awarded to a successful plaintiff unless special circumstances exist that would make a fee award against the public agency unjust.⁸ When evaluating how to respond to assertions that the Brown Act has been violated, elected officials and their lawyers should assume that attorneys' fees will be awarded against the agency if a violation of the Act is proven.

An attorney fee award may only be directed against the local agency and not the individual members of the legislative body. If the local agency prevails, it may be awarded court costs and attorney's fees if the court finds the lawsuit was clearly frivolous and lacking in merit.⁹

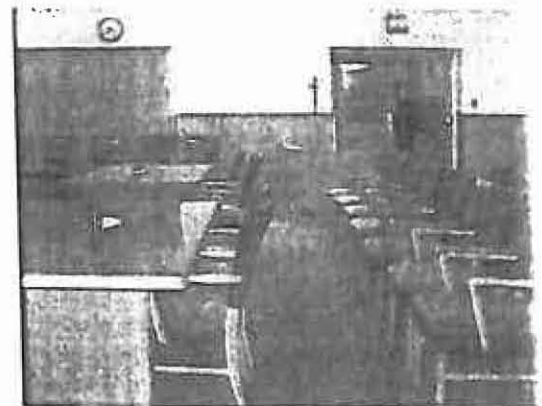
■ CRIMINAL COMPLAINTS

A violation of the Brown Act by a member of the legislative body who acts with the improper intent described below is punishable as a misdemeanor.¹⁰

A criminal violation has two components. The first is that there must be an overt act—a member of a legislative body must attend a meeting at which action is taken in violation of the Brown Act.¹¹

Practice Tip:

A lawsuit to invalidate must be preceded by a demand to cure and correct the challenged action in order to give the legislative body an opportunity to consider its options.



Practice Tip:

If a violation of the Brown Act is proven, attorney's fees will likely be awarded.

"Action taken" is not only an actual vote, but also a collective decision, commitment or promise by a majority of the legislative body to make a positive or negative decision.¹² If the meeting involves mere deliberation without the taking of action, there can be no misdemeanor penalty.

A violation occurs for a tentative as well as final decision.¹³ In fact, criminal liability is triggered by a member's participation in a meeting in violation of the Brown Act—not whether that member has voted with the majority or minority, or has voted at all.

The second component of a criminal violation is that action is taken with the intent of a member "to deprive the public of information to which the member knows or has reason to know the public is entitled" by the Brown Act.¹⁴

As with other misdemeanors, the filing of a complaint is up to the district attorney. Although criminal prosecutions of the Brown Act are uncommon, district attorneys in some counties aggressively monitor public agencies' adherence to the requirements of the law.

I VOLUNTARY RESOLUTION

Arguments over Brown Act issues often become emotional on all sides. Newspapers trumpet relatively minor violations, unhappy residents fume over an action, and legislative bodies clam up about information better discussed in public. Hard lines are drawn and rational discussion breaks down. Occasionally the district attorney or even the grand jury becomes involved. Publicity surrounding alleged violations of the Brown Act can result in a loss of confidence by constituents in the legislative body. There are times when it may be preferable to consider re-noticing and rehearing, rather than litigating, an item of significant public interest, particularly when there is any doubt about whether the open meeting requirements were satisfied.

At bottom, agencies that regularly train their officials and pay close attention to the requirements of the Brown Act will have little reason to worry about enforcement.

Practice Tip:

Training and exercising good judgment can help avoid Brown Act conflicts.

Endnotes

- 1 California Government Code section 54960.1. Invalidation is limited to actions that violate the following sections of the Brown Act: section 54953 (the basic open meeting provision); sections 54954.2 and 54954.5 (notice and agenda requirements for regular meetings and closed sessions); 54954.6 (tax hearings); and 54956 (special meetings). Violations of sections not listed above cannot give rise to invalidation actions, but are subject to the other remedies.
- 2 California Government Code section 54960.1 (b) and (c)(1)
- 3 *McKee v. Orange Unified School District* (2003) 110 Cal.App.4th 1310
- 4 *Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547
- 5 *Boyle v. City of Redondo Beach* (1999) 70 Cal.App.4th 1109
- 6 *California Alliance for Utility Safety and Education (CAUSE) v. City of San Diego* (1997) 56 Cal.App.4th 1024; *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518
- 7 *Kleitman v. Superior Court* (1999) 74 Cal.App.4th 324
- 8 *Los Angeles Times Communications, LLC v. Los Angeles County Board of Supervisors* (2003) 112 Cal.App.4th 1313
- 9 California Government Code section 54960.5
- 10 California Government Code section 54959. A misdemeanor is punishable by a fine of up to \$1,000 or up to six months in county jail, or both. California Penal Code section 19. Employees of the agency who participate in violations of the Brown Act cannot be punished criminally under section 54959. However, at least one district attorney instituted criminal action against employees based on the theory that they criminally conspired with the members of the legislative body to commit a crime under section 54949.
- 11 California Government Code section 54959
- 12 California Government Code section 54952.6
- 13 61 Ops.Cal.Atty.Gen.283 (1978)
- 14 California Government Code section 54959

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at www.cacities.org/opengov. A current version of the Brown Act may be found at www.leginfo.ca.gov.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Directors of [DISTRICT NAME] is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006.(copy attached as reference)

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement,

upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, See Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

4010.1.9 If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Office Manager [or other responsible employee] with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager [or other responsible employee], it shall be forwarded to the General Manager [or other responsible managing employee]. At the option of the General Manager [or other responsible managing employee], he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager [or other responsible managing employee] shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager [or other responsible managing employee], they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's [or other responsible managing employee's] decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.