



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 20-648

Meeting Date: 10/27/2020

Report Prepared by: Michael Hren, Principal Planner, Development Services Department

SUBJECT: Brown Act Training Presented by City Attorney's Office

REPORT IN BRIEF

The City Attorney will provide a presentation at the meeting explaining the provisions and requirements of the Brown Act.

ATTACHMENTS

1. Brown Act Presentation

THE BROWN ACT

California's Open Meeting Law

**City of Merced
Bicycle Advisory Commission
October 27, 2020**

THE BROWN ACT

- ▶ The Brown Act was enacted in 1953.
- ▶ Is codified in the California Government Code, section 54950, *et seq.*
- ▶ Requires the deliberations and actions of California's public agency governing boards, commissions and councils be taken openly and in public.

KEY PROVISIONS

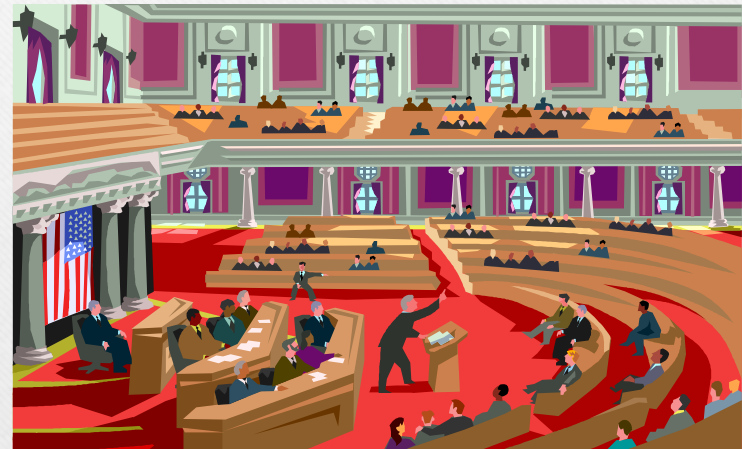
- ▶ A meeting shall be open and public except when the Brown Act authorizes otherwise.
- ▶ The public has a right to attend and participate in the meeting.
- ▶ A meaningful agenda must be posted in advance of the meeting.
- ▶ Discussion and action is limited to the matters listed on the agenda for the meeting.
- ▶ Discussions (a) outside of noticed meetings (b) by a majority of committee members (c) about an item of business within the subject matter jurisdiction of the committee (d) are prohibited.

COMMON QUESTIONS AND ISSUES

- Who is covered by the Brown Act?
- What constitutes a meeting?
- What are the notice and agenda requirements?
- What are the public's rights under the Brown Act?
- What are the consequences for violating the Brown Act?

WHO IS GOVERNED BY THE BROWN ACT?

- ▶ Any “legislative body”
- ▶ Governing body of any local agency, i.e., the city council
- ▶ Local agency commissions, appointed either permanently or temporary, who have decision making or advisory powers.
- ▶ Bicycle Advisory Commission is an advisory body and covered by the Brown Act
(Government Code §54952)



WHAT IS A MEETING?

- ▶ A meeting is:
 - ▶ (1) a majority of the members of a the Bicycle Advisory Commission (2) at the same time and locations including teleconference locations (3) to discuss, deliberate, or decide on any item that is within subject matter jurisdiction of the Bicycle Advisory Commission.

SERIAL MEETINGS

Hub and Spoke/Daisy Chain



- (1) A chain or series of communications
- (2) Each of which involves less than a quorum of the Bicycle Advisory Commission
- (3) But when taken together involve a majority of the body's members (or)
- (4) A concerted plan to engage in collective deliberation on public business through a series of letters, telephone calls, e-mails, that pass from one member of the governing body to the next and excluding the public.

WHAT CONSTITUTES A SERIES OF COMMUNICATIONS?

- A “series of communications” includes conference calls, emails, text messages shared among the majority of committee members, or conversations among members in which the position of other members are shared to the majority.
- Technological devices may create a “virtual serial meeting” so be careful when using social media, e-mails, “IM”, texts, chat rooms, blogs, etc.

E-MAIL

- ▶ Remember e-mails never go away.
- ▶ E-mail can create a “virtual serial meeting”
- ▶ Don’t hit “reply all” in response to email from staff to all members of the committee.
- ▶ Refrain from emailing or forwarding an email to a majority of committee members.

ISSUE/CHALLENGE

When can an issue or discussion become an issue for Brown Act purposes?

WHEN THE ISSUE IS:

- Within subject matter jurisdiction of the Bicycle Advisory Commission; and,
 - A majority of Bicycle Advisory Commission members participate; and,
 - “Meeting is held”; and,
 - Brown Act is not followed.
- ▶ *This deprives the public of an opportunity for meaningful observation of and participation in the decision-making.*

EXAMPLE: E-MAIL

What starts out as “legal” under the Brown Act:

- I think we should do “x” at our next meeting

Becomes “illegal” when it is replied to by a majority or by “Reply to All”:

- “I agree” [Reply to All]
- “Good idea!!!” [Reply to All]
- “Concur . . .” [Reply to All]

EXCEPTIONS TO MEETING:

- **Individual Contacts**: Individual contacts or conversations between a member of a legislative body and any other person.
- **Conferences**: Public or educational conferences on matters of general interest.
- **Community Meetings**: Publicized and public meetings to discuss a topic of local community concern organized by someone other than the city.

EXCEPTIONS (cont'd):

- **Other Legislative Bodies**: Open and noticed meeting of another body of the public agency.
- **Standing Committees**: Open and noticed meeting of a standing committee within own agency, provided not a member of standing committee.
- **Social or Ceremonial Events**: Purely social or ceremonial events as long as no discussion of business w/in subject matter of jurisdiction of local agency.

AGENDAS AND NOTICE

- Every meeting of the Bicycle Advisory Commission must be preceded by a posted agenda.
- The agenda must be posted at least 72 hours before the regular meeting.
- The agenda must advise the public of the meeting and the matters to be transacted or discussed.
- The agenda must state the meeting time and place.
- Each item of business to be transacted must be briefly described.

ACTION ON NON-AGENDIZED ITEMS

- The committee members or staff may “briefly” respond to statements or questions posed by the public at a public meeting.
- A committee member may ask “a question for clarification, make a brief announcement, or make a brief report on his or her own activities.”
- Otherwise, no action can be taken on issues or items that were not agendized.

PUBLIC PARTICIPATION

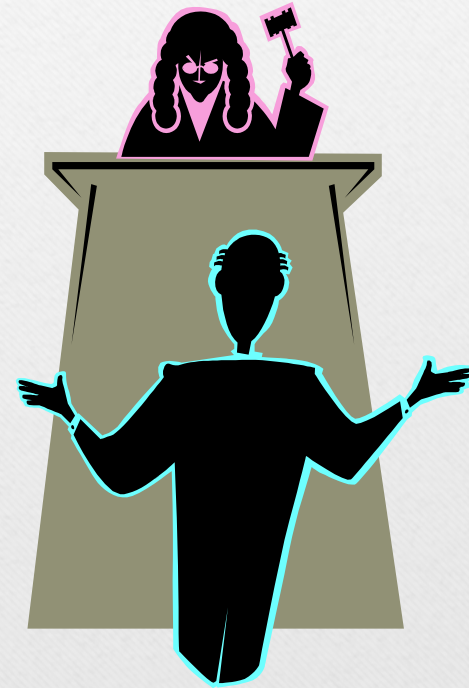
- The public has a right to attend, observe and participate in meetings.
- Members of the public cannot be required to register their names or provide information.
- All actions taken by the Bicycle Advisory Commission must be in open session, unless a closed session is authorized and the vote of each member must be disclosed to the public at the time the action is taken.

CRIMINAL ENFORCEMENT ACTIONS

- Why do we take this so seriously?
- A violation of the Brown Act can be charged as a misdemeanor.

CIVIL ENFORCEMENT ACTIONS:

- Enforcement actions can be brought by the district attorney or any interested person to get a court order to stop a violation of the Brown Act.
- A court action may also void actions that were taken in violation of the Brown Act.
- Before bringing suit, the plaintiff must demand the committee cure or correct the offending action.



CONCLUSION

Discussion, Questions, & Answers