



Ethics, Organization, and Personnel Committee  
Workshop

# Board Member Teleconferencing Options and Procedures

Item 3A  
March 14, 2023

## Options for Board Members

### Attend In Person or by Teleconference

- A. Attend meetings in person; or
- B. By teleconference:
  - 1. Pre-pandemic Brown Act Teleconference
    - Provide address (listed on agenda);
    - Post at the location; and
    - Allow public access
  - 2. New AB 2449 teleconference under “just cause” or “emergency circumstances”
    - No public access/posting requirements

# Teleconference Option 1: Pre-pandemic Brown Act Teleconference


## Requirements

- Provide the address of each teleconference location on the agenda at least 72 hours before the meeting
- Post agenda at each teleconference location
- Make each teleconference location accessible to the public
- Allow the public to observe and provide comment at each location
- Need a **quorum** participating from within the jurisdiction
- Roll call voting

# Past Examples - Teleconference

## Teleconference Option 1:

## Pre-pandemic Brown Act Teleconference

 THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

**MWD MEETING  
AGENDA**

**REVISION 2**

**Board Meeting**  
**May 8, 2018**  
**12:00 p.m. – Boardroom**

**Teleconference Participation**  
Metropolitan State Legislative Office  
1121 L Street, Suite 900  
Sacramento, CA 95814  
(916) 650-2609

May 8, 2018 Meeting Schedule		
9:00 a.m.	Rm. 2-145	L&C
10:00 a.m.	Rm. 2-456	C&LR
11:00 a.m.	Rm. 2-145	OP&T
12:00 p.m.	Boardroom	Board Meeting

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MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

- 1. Call to Order**
  - (a) Invocation: Veena Konanur, Principal Information Technology Analyst, Information Technology Group
  - (b) Pledge of Allegiance: Director John T. Morris, City of San Marino
- 2. Roll Call**
- 3. Determination of a Quorum**
- 4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a))**
- 5. OTHER MATTERS**
  - A. Approval of the Minutes of the Meeting for April 10, 2018  
(A copy has been mailed to each Director)  
Any additions, corrections, or omissions
  - B. Report on Directors' events attended at Metropolitan expense for month of April 2018
  - C. Nomination for and Election of one nonofficer member of the Executive Committee to fill Director Hogan's unexpired term through January 9, 2019

REVISED: Date of Notice: May 3, 2018

### **Teleconference Participation**

Metropolitan State Legislative Office  
1121 L Street, Suite 900  
Sacramento, CA 95814  
(916) 650-2609

### **Teleconference Participation:**

- 1. Glendale City Hall**  
**613 E. Broadway, Suite 200**  
**Glendale, CA 91206**
- 2. Covina Irrigating Company**  
**146 E. College Street**  
**Covina, CA 91723**
- 3. Long Beach Water Department**  
**1800 E Wardlow Rd,**  
**Long Beach, CA 90807**

Teleconference  
Option 2:

New AB 2449  
Brown Act  
Teleconference

## Requirements

- Board member must have camera and audio on
- Disclosure of presence of persons 18 years or older and nature of the relationship before any action is taken
- Quorum of board members participating from a single location

Teleconference  
Option 2:

New AB 2449  
Brown Act  
Teleconference

## Just Cause Defined

- Childcare, caregiving of parent, grandparent, grandchild, sibling, spouse or domestic partner
- Contagious illness
- Physical or mental disability as defined in Gov. Code 12926 or 12926.1
- Official business travel either of the legislative body or another agency
  - Educational or agency category specific conferences or travel at district/agency expense for lobbying or other activities

Teleconference  
Option 2:

New AB 2449  
Brown Act  
Teleconference

## Just Cause Procedures

- Notifies legislative body as early as possible, but could be at the start of a regular meeting, need for remote participation
- Provide general description of the just cause circumstance
- **No board approval required**
- For each director:
  - Limited to 2 times/calendar year

Teleconference  
Option 2:

New AB 2449  
Brown Act  
Teleconference

## Emergency Circumstances Defined

- Physical or family medical emergency that prevents a member from attending in person



Teleconference  
Option 2:  
New AB 2449  
Brown Act  
Teleconference

## Emergency Circumstances Procedures

- Request made as soon as possible and at each committee/board meeting
- General description of the emergency circumstances
  - Does not require disclosure of medical diagnosis or disability or any personal medical information exempt under law
- **Requires board action** at the beginning of each committee/board meeting to approve the request
- For each director:
  - No more than 3 consecutive months OR
  - Less than 20% of regular meetings OR
  - 2 meetings if less than 10 meetings per year

## Teleconference Option 2:

## New AB 2449 Brown Act Teleconference

## Other Requirements for Metropolitan

- ✓ Public comments
  - directly at the physical location,
  - via internet-based service option and
  - via call-in option
- ✓ Board cannot take action if there is any disruption that prevents broadcasting or public comment either by call-in or internet-based service option
- ✓ Procedures for resolving requests for accommodations
- ✓ Roll call voting



Teleconference Procedures

Board Members are  
Responsible for ...

# Pre-pandemic Brown Act Teleconference Procedures

## As a Board Member

- Complete and submit the Teleconference Online Form to Board Office at least 5 working days before the meeting
- Ensure agenda(s) are posted at my teleconference location within the 72-hour rule
- Ensure my teleconference location is accessible to the public
- Allow the public to observe and provide comments at my location

# AB 2449 Teleconference Procedures

## As a Board Member

- Coordinate with Board Office, if time allows to determine if you are eligible to utilize AB 2449
- I understand that if a quorum of board members are not participating from a single location, I can not participate in the meetings using AB 2449

