



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

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

