
Safe, Clean Water Program

Brown Act Fact Sheet

The main focus of the Brown Act is transparency in the decision-making process of local governmental agencies. If official business is discussed, any gathering of a quorum, no matter how informal, is a "meeting" subject to the requirements of the Brown Act

Scheduling Meetings

- The Chair can communicate with other committee members to discuss available dates/times/location by phone, email, using polling websites or similar means.
- However, any such communications should not include discussion of the merits or substance of any item that will be on the agenda for that meeting.
- Communications can also include solicitation of additional agenda items for the Chair's consideration.

Posting the Agenda

- Agenda must be posted at least 72 hours before a regular meeting.
- All documents constituting the agenda packet must be made available to the public upon request.
- Agenda must be physically posted at the meeting site in a location that is freely accessible to members of the public.
- Agenda shall contain a brief general description (generally, not to exceed 20 words) of each item of business to be transacted or discussed at the meeting.
- Agenda must specify time and location of the meeting
- Agenda must include information regarding how, to whom, and when a request for disability related modification or accommodation may be made to participate in the public meeting.
- If teleconferencing,
 - Agenda shall be posted (and accessibility requirements met) at all teleconference locations where one or more committee members will be participating. This does not apply if simply receiving public comment by telephone.
 - Each teleconference location shall be identified in the agenda and shall be accessible to the public

During the Meeting

- Motions/Actions
 - The committee can take action on motions regarding matters on the agenda for that same meeting.

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- Generally, no action or discussion can be taken if the item is not listed on the agenda; however, a motion can be made to place such an item on the agenda for the next or a future meeting
 - If teleconferencing, all votes shall be made by roll call
 - Public Rights
 - A member of the public shall not be required to register his or her name, to complete a questionnaire, or otherwise to fulfill any condition in order to attend the meeting.
 - Attendance list must clearly state that signing or completing it is voluntary.
 - Any member of the public has a right to record the proceeding with an audio, videotape recorder or motion picture camera unless doing so would unduly disrupt the conduct of the meeting.
 - Public Comment
 - Must include an opportunity for members of the public to make public comment before or during consideration of the item.
 - Generally, speakers fill out Request to Speak Forms, which will be provided to the Chairperson to call on speakers.
 - A member of the public is not required to identify themselves, but must provide identifiable information allowing the Committee to reasonably call upon them.
 - Distribution of Materials
 - Materials distributed prior to meetings must be made available online and at the location of the meeting for review by the public.
 - Materials distributed during the meeting must be made available for review by the public at the meeting.
 - Any material distributed during the meeting that is not prepared by the County or the Committee must be made available for public inspection as soon as possible.

After the Meeting

- There are no requirements for posting meeting minutes. Standard practice includes posting the draft meeting minutes with the subsequent agenda, and after approval from the committee, posting final adopted meeting minutes on the website.