

**MEETING PROCEDURES**

Parliamentary procedure shall be according to Robert's Rules of Order.

**I. Agenda**

County Board President in consultation with the County Superintendent of Schools, as secretary to the County Board, shall develop the agenda for each regular meeting.

The County Board President or any three members of the County Board shall develop the agenda for each special meeting.

The County Board President shall initially determine whether a request from a member of the public is within the subject matter jurisdiction of the County Board. Items not within the subject matter jurisdiction of the County Board shall not be placed on the agenda. In addition, before placing the item on the agenda, the County Board President and County Superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.

The County Board President shall also determine whether an agenda item is appropriate for discussion in open or closed session, whether the item should be an action item subject to County Board vote or an information item, and when the item is placed on the agenda.

- A. **Regular Meetings**: The County Superintendent shall cause an agenda to be prepared and sent via personal delivery and/or U.S. and/or electronic mail to members of the County Board of Education and to all others on the mailing list at least seven (7) days preceding the meeting, under ordinary circumstances, but not less than 72 hours preceding the meeting, in accordance with the Brown Act, under special circumstances, and the agenda shall be posted at a place where members of the public, including employees of the County Superintendent of Schools Office, may view same at least seven (7) days prior to the time of regular meetings or, in the case of special circumstances, 72 hours prior to the meeting, in accordance with the Brown Act. (Government Code sections 94950–94963)
- B. **Special Meetings**: The County Superintendent shall cause an agenda to be prepared and sent via personal delivery and/or U.S. and/or electronic mail to members of the County Board of Education and to all others on the mailing list at least seven (7) days preceding the meeting, under ordinary circumstances, but not less than 72 hours preceding the meeting under unusual circumstances, and the agenda shall be posted to a place where members of the public, including employees of the County Superintendent of Schools, may view same at least seven (7) days prior to the time of the special meeting, or, in the case of unusual circumstances, 72 hours prior to the meeting. Exception: Agendas for special meetings called less than seven (7) days prior to the date set for the meeting shall, in accordance with the Brown Act, be delivered personally and/or by U.S. or electronic mail and shall be received at least twenty-four (24) hours before the time of such meeting specified in the notice. (Government Code section 54956)
- C. **Action Items**: The agenda will include items on which the County Board of Education may take action at this meeting. (Government Code section 54954.2)
- D. **Consent Items**: In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be of a routine nature or items for which no Board discussion is anticipated and for which the County Superintendent recommends approval.

County Board members shall review agenda materials before each meeting. Individual members may confer directly with the County Superintendent or designee to ask questions

and/or request additional information on agenda items. However, a majority of County Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the County Board.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any consent item shall be removed and given individual consideration for action as a regular agenda item.

A member excused from voting on a consent item may vote on the consent agenda, except that the vote shall not apply to the item to which the announced excuse applies.

## II. Teleconferencing

A teleconference is a meeting of the County Board in which County Board members are in different locations, connected by electronic means through audio and/or video. With AB 361 set to expire January 1, 2024 (and in light of the expiration of Governor Newsom's emergency proclamation) County Board members now have only two options for participating remotely. Board members may participate remotely pursuant to either (A) Teleconference provisions of the Brown Act (Government Code § 54953); or (B) the rules set forth in Assembly Bill 2449 (2022) ("AB 2449").

### A. Teleconference Provisions of the Brown Act

The County Board may use teleconferences for all purposes in connection with any meeting within its subject matter jurisdiction. If the County Board elects to use teleconferencing pursuant to the longstanding rules set forth in the Brown Act, the County Board must ensure that all of the following requirements are met:

All votes taken during a teleconference meeting shall be by roll call.

During the teleconference, at least a quorum of the members of the County Board shall participate from locations within the County.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the County Board, including the right to address the County Board directly at each teleconference location.

### B. Teleconference Provisions of AB 2449 (for Just Cause or Emergency)

Pursuant to AB 2449 Rules (in effect through December 31, 2025), all of the Brown Act requirements above are waived if the requirements below are met:

1. At least a quorum of the Board attends the meeting in person at a single location clearly identified on the agenda that is open to the public and located within Solano County Office of Education (SCOE) boundaries.
2. The physical meeting location meets the requirements for public access.
3. The notice and agenda shall be as given and posted as otherwise required by the Brown Act.
4. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option, and in person.

5. Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the County Board.
6. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the County Board directly pursuant to Government Code 54954.3.
7. Members of the public shall not be required to submit public comments in advance of a County Board meeting and shall be provided an opportunity to address the County Board and offer comments in real time at appropriate times on the agenda.
8. Public comment periods shall not be closed until the timed public comment period, if such is offered by the County Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed.
9. If during a County Board meeting a disruption occurs which prevents SCOE from broadcasting the meeting to members of the public or for members of the public to offer public comments, the County Board shall stop the meeting and take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored.
  - a. If a Board member requests to attend via teleconference under AB 2449, staff will first assess whether there could be any serious operational impacts related to mission critical business items, in the unlikely event that technological issues were to end the meeting prematurely.
10. Persons with disabilities who wish to attend a County Board meeting and require assistance in order to participate should contact the Chief Assistant to the County Superintendent at (707) 399-4402 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility. Language translation services and American Sign Language (ASL) interpreters will be provided with a minimum notice of three business days prior to the meeting.
11. County Board meetings are conducted per civil rights and nondiscrimination laws.
12. **And** the Board member attending via teleconference must fulfill the following:
  - a. The member notifies the Board at the earliest opportunity possible of just cause including a general description of circumstances related to their need to appear remotely, or request the Board allow them to participate remotely due to emergency circumstances. A general description is provided excluding any personal medical information, diagnosis or disability.
    - (1) Emergency circumstances – a physical or family emergency preventing in person attendance.
    - (2) Just cause – any of the following preventing in person attendance: a) childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; b) contagious illness; c) need related to physical or mental disability; d) travel on official business of the Board or other state/local agency.
  - b. The Board member shall make a request to participate remotely at the earliest opportunity possible, with a separate request made for each meeting in which they seek to participate remotely.

- c. Publicly disclose at the meeting, prior to any action taken, whether individuals 18 years or older are present in their teleconference room, and their relationship to the individual(s).
- d. Participate through both audio and video.
- e. Shall not participate solely by teleconference for more than three consecutive months, or 20% of regular meetings.

The Board may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place on the posted agenda for the meeting for which the request is made, the Board may take action at the beginning of the meeting.

### III. Public Participation:

- A. Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be required to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.
- B. In order to conduct Board business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:
  - 1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code §35145.5; Government Code 54954.3)
  - 2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code §35145.5; Government Code 54954.2)
  - 3. Without taking action, Board members or staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)
  - 4. Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)
  - 5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.
  - 6. In general, individual speakers will be allowed two minutes to address the Board on each agenda or non-agenda item. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker.
  - 7. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided twice the allotted time to address the Board, unless simultaneous

translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

8. The Board president shall rule on the appropriateness of a topic, subject to the following conditions:
  - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
  - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
  - c. The Board shall not prohibit public criticism of SCOE employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall direct the complainant to the appropriate staff to file a complaint.
9. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the Board president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting. (Government Code 54957.9)

When such disruptive conduct occurs, the County Superintendent or designee shall contact local law enforcement, as necessary.