

**BARRIO LOGAN COMMUNITY PLAN UPDATE
STAKEHOLDER COMMITTEE
BROWN ACT FACT SHEET**

Intent of the Brown Act

- To ensure that deliberations and actions of Committee are **open and public**.
- To ensure **meaningful public access** to Committee decisions.
- Meetings must be **open to the public**, held on a regular schedule, follow a noticed agenda.
- No secret **ballots**.

What Is a Meeting?

- **Any congregation of a majority** of the members at the same time and place to hear, discuss, or deliberate on any item that is within the subject matter jurisdiction of the board or commission.
- **Serial meeting & series of communications Beware of e-mail communications.** A majority cannot e-mail each other to discuss a matter within the Committee's subject matter jurisdiction.
- **Beware of "serial" contacts.** "'A to B" and "B to C" can lead to a "collective concurrence."

What is Not a Meeting?

- **Individual contacts** between a committee member and another person.
- **Majority of the board members at a:**
 - Conference open to the public
 - Local public meeting
 - Open meeting of another body
 - Social or ceremonial event
 - **But, cannot discuss Committee matters among themselves.**

Public Contacts

- Communication with member of the public OK.
- If individual contacts a quorum of the Committee, the Committee members should not respond outside public meeting –deliberations should occur in public.
- One-way transmission of background materials and solitary review by Committee members OK.
- Limited Response to Public Comment on Items Not on Agenda
- Brief response to statements or questions permitted.
- But no discussion, debate, or action.
- Briefly announce or report on member's own activities.
- May ask questions for clarification.
- Refer to staff for: Information
- Request to report back
- Direct to place matter on a future agenda