

Brown Act References in Council Policy 600-24

The Brown Act is California Government Code Sections 54950 - 54963

Council Policy 600-24 Section	Brown Act (Government Code) Section	Content
POLICY	54950	Intent that actions of public bodies be taken openly and that their deliberations be conducted openly.
Article I, Section 3	54954(b)	Regular and special meetings shall be held within the body's boundaries (limited exceptions).
Article II, Section 4	54953.2	Meeting facilities must be accessible to persons with disabilities (references ADA).
Article VI, Section 1	54953(a)	All meetings shall be open and public, and all persons shall be permitted to attend any meeting (limited exceptions).
Article VI, Section 2 (a)(1)	54954.2(a)	Post an agenda at least 72 hours before a regular meeting, containing a brief (not needing to exceed 20 words) general description of each item of business to be transacted or discussed at the meeting, time and location of meeting, in location that is freely accessible to members of the public. (may be requested in alternative formats) If a planning group has a website, the agenda must be posted to that website at least 72 hours in advance.
Article VI, Section 2(a)(2)1,2 & 3	54954.3(a) & (b)	Any member of the public may comment on agenda items or items within the area of authority of the body; time limit may be set.
Article VI, Section 2(a)(2)2	54954.2(a)(2)	If an item is not on the agenda, members may only briefly respond to questions or statements or may refer the item.
Article VI, Section 2 (a)(3)	54955	Meeting adjournment
Article VI, Section 2(a)(3)(4)	54954.2(a)(3) 54955.1	Need new agenda if subsequent meeting is more than 5 days following adjourned meeting.
Article VI, Section 2(a)(6)	54952.2	A meeting means a congregation of a majority of the members of a body.
Article VI, Section 2(a)(6)	54953.3	A member of the public shall not be required, as a condition to attendance at a meeting, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.
Article VI, Section 2(a)(8)	54954.2(b)(2)	Adding an action not noticed on the agenda if 2/3 of the voting membership, or every member present if less than 2/3 present, agrees, BUT only if the need for action came to the attention subsequent to the agenda being posted.
Article VI, Section 2(a)(8)	54953(c)	No action shall be taken by secret ballot whether preliminary or final. All votes must be taken in public.

Article VI, Section 2(a)(9)	54952.2	A majority of the members of a legislative body shall not, outside a meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the body.
Article VI, Section 2(a)(10)	54956	Criteria for calling a special meeting, including written notice to newspaper of general circulation and posting on your website if you have one.
Article VI, Section 2(a)(11)	54956	Describes situations for emergency meetings – but subject matter not within planning groups’ scope of authority so CP600-24 prohibits emergency meetings.
Article VI, Section 2(a)(12)	54953.5 54953.6	Any person may audio or video record, or broadcast, a meeting if not found to cause persistent disruption of the meeting. If recording made at the direction of the body, it must be made available for public inspection.
Article VI, Section 2(a)(13)	54957.9	Discusses options for dis/continuing meeting for willful interruptions
Article VI, Section 2(b)(2)	54952	Exempts ad hoc committees from noticing & open rules if composed entirely of members; HOWEVER, CP600-24 requires ALL subcommittee meetings to be noticed and open to the public
Article VI, Section 2(d)(1)	54954.1	Requests for agenda by mail
Article VI, Section 2(d)(2)	54957.5	Agendas and other writings distributed before or at a meeting to all or a majority of the body shall be available upon request for public inspection
Article VI, Section 2(d)(3)	54953(c)(2)	Minutes must include any action and any vote or abstention for each member present at the meeting
Article VI, Section 2(d)(3)	54953.6	If recording made at the direction of the body, it must be made available for public inspection.
Article VI, Section 2(d)(4)	54957.5	Refers to agendas and writings being available to the public

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