



CITY *of* BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Special Meeting Agenda

Tuesday, February 25, 2025 at 6:00 PM • Hybrid Meeting 25 Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. Committee Members shall attend in person unless remote participation is permitted by law. The IDEA Committee may take action on any item listed in the agenda.

TO ADDRESS THE COMMITTEE

IN PERSON

Location: 25 Park Place, Brisbane, CA 94005, Annex Conference Room

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

REMOTE PARTICIPATION

Members of the public may observe/participate in the IDEA Committee Meeting by logging into the Zoom Webinar listed below. Archived videos can be replayed on the City's website, <http://brisbaneca.org/meetings>. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at www.brisbaneca.org at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting to **Email:** ipadilla@brisbaneca.org or **Address:** Brisbane Annex (Attention: Ingrid Padilla), 25 Park Place Unit A, Brisbane, CA 94005

Join Zoom Meeting:

<https://us06web.zoom.us/j/81609799931>

Meeting ID: 816 0979 9931

Call In Number: 1 (669) 900 9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

COMMITTEE MEMBERS:

Quita Highsmith, Alex Horton, Lailah Khalil, Masha Kohn, Maria Marc, Anna Dennis (Chair), and Carol Zoltowski

6:00 P.M. CALL TO ORDER

ROLL CALL

- A. Consider any request of a Committee Member to attend the meeting remotely under the "Emergency Circumstances" of AB 2449
- B. Welcome new members and introduction

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES

- C. Approve IDEA Committee Special Meeting Minutes of January 21, 2025

NEW BUSINESS

- D. Selection of Chair and Vice Chair
- E. Advancing Equity in San Mateo County Update

OLD BUSINESS

- F. Work Plan Review
 - notable dates and upcoming events
 - liaison meeting and selecting a committee representative
- G. Public Meeting Guidelines and Meeting Time

ANNOUNCEMENTS

- H. Staff Announcements
- I. Member Announcements

ADJOURNMENT



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE SPECIAL MEETING

Wednesday, January 21, 2025

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

COMMITTEE MEMBERS:

Quita Highsmith, Alex Horton, Lailah Khalil, Anna Dennis (Chair), and Carol Zoltowski

6:00 P.M. CALL TO ORDER

Chair Anna Dennis called the special meeting to order at 6:02 PM. The regular meeting on January 15, 2025 was cancelled due to lack of quorum. As noticed, Committee Member Zoltowski will be teleconferencing from 37181 Old Stage Road, Gualala, CA.

ROLL CALL

A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

No requests were made under Roll Call Item A.

Committee Members Present: Alex Horton, Lailah Khalil, Carol Zoltowski and Chair Anna Dennis

Committee Members Absent: Quita Highsmith

APPROVAL OF AGENDA

Committee Member Zoltowski made a motion, seconded by Committee Member Horton, to approve the agenda as it stands.

Ayes: Alex Horton, Lailah Khalil, Carol Zoltowski and Chair Anna Dennis

Noes: None

Absent: Quita Highsmith

Abstain: None

PUBLIC COMMENT

No member of the public wished to speak.

APPROVAL OF MINUTES

B. Approve IDEA Committee Meeting Minutes of November 20, 2024

Committee Member Zoltowski made a motion, seconded by Committee Member Horton, to approve IDEA Committee Meeting Minutes of November 20, 2024.

Ayes: Alex Horton, Lailah Khalil, Carol Zoltowski and Chair Anna Dennis

Noes: None

Absent: Quita Highsmith

Abstain: None

NEW BUSINESS

C. Review Public Meeting Guidelines and Meeting Time

Staff Padilla reported on the new public meeting guidelines from the State of California. Secondly, she added that some Brisbane legislative bodies are revisiting their meeting times to increase public engagement and to take into account working committee members' schedules. After questions, no public comment and Committee discussion, staff was directed to keep the meeting times on the 3rd Wednesday of every month at 6:00pm.

OLD BUSINESS

D. Work Plan Review

-scheduling a liaison meeting and selecting a committee representative

Staff Padilla presented the final draft of the work plan. The community goal results will be revisited by Councilmembers this Spring and possibly change these community goal results. After Committee questions, no public comment and committee discussion, staff members were directed to schedule a meeting the Council liaisons and to include the following in the work plan:

1. United Against Hate- short film festival
2. Young Adults event, which will be determined by the Events Subcommittee
3. Service Project- in commemoration of Martin Luther King approved to support the Catholic Worker Hospitality House by hosting a toiletry drive
4. Research safe exchange zones with the Police Department to provide a safe space for community transactions

E. Age-Friendly City Update and Selecting IDEA Committee representative

Staff Cheung reported that the City of Brisbane's Age-Friendly Master Plan was received by the Council. She asked whether a committee member would be interested in being the IDEA Committee representative.

F. IDEA Survey Update

Staff Cheung shared the Engage Brisbane page and how to participate in the Young Adult Survey and the IDEA Short film festival campaign.

ANNOUNCEMENTS

G. Staff Announcements

- Recruitment Update

Staff Padilla announced there are 3 seats available and 4 applicants. Council hopes to make the appointments in February. Staff Cheung announced that on Saturday, February 8th is the annual Artist Evening of Sharing.

H. Member Announcements

No announcements were made by members.

ADJOURNMENT

The meeting was adjourned at 6:53 PM.

Ingrid Padilla, City Clerk

RESOLUTION NO. 080865

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION REAFFIRMING THE COUNTY OF SAN MATEO'S SUPPORT AND PROTECTIONS FOR VULNERABLE COMMUNITIES

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the County of San Mateo is a diverse community of residents of all abilities, gender identities, sexual orientations, socioeconomic statuses, and racial, ethnic, and national backgrounds, all of whom contribute to the cultural, social, and economic vitality of our community; and

WHEREAS, the San Mateo County Board of Supervisors recognizes that our diversity is one of our greatest strengths and remains committed to working towards a society where all residents feel welcomed, valued, and protected in the County; and

WHEREAS, the Board of Supervisors acknowledges that the rhetoric and anticipated policies of the new federal administration have created immense fear, anxiety, and uncertainty for many communities, particularly immigrant populations, women, Indigenous People, People of Color, LGBTQIA+ individuals, individuals with disabilities, and other historically marginalized groups; and

WHEREAS, the County of San Mateo is committed to advancing equity and belonging, where all residents can live, work, and thrive, free from discrimination, harassment, or harm;

WHEREAS, on September 14, 2021, the Board of Supervisors adopted Resolution No. 21-672 to advance and improve the County's racial equity efforts, acknowledge the historical and systemic inequities faced by Black, Indigenous, and People of Color (BIPOC) communities, and commit to establishing an Office of Racial and Social Equity, a Chief Equity Officer position, and a Racial and Social Equity Action Plan to guide countywide efforts; and

WHEREAS, on April 23, 2024, the San Mateo County Board of Supervisors adopted Chapter 1.50 of the San Mateo County Ordinance Code to promote racial and social equity, inclusion, and belonging, setting forth specific goals including integrating equity as a core value for strategic and budgeting decisions, increasing diverse representation on County boards and commissions, and increasing community engagement efforts to ensure all residents can participate fully in civic life; and

WHEREAS, San Mateo County was nationally recognized in January 2024 as a "Certified Welcoming County," reflecting actions the Board of Supervisors and County officials have taken to ensure residents of all socioeconomic, racial, ethnic, and national backgrounds are welcomed, valued, and protected; and

WHEREAS, San Mateo County has supported its diverse immigrant communities by providing funding for arriving unaccompanied immigrant minors and immigration legal services, establishing the Removal Defense Fund and Rapid Response Network, holding "Know Your Rights" trainings, contributing to the Immigrant Families Recovery Fund to provide financial assistance to immigrant families ineligible for the federal child tax credit, and taking other actions to provide support to immigrant communities; and

WHEREAS, the San Mateo County Board of Supervisors has demonstrated its commitment to advancing the rights and dignity of LGBTQIA+ individuals by establishing and supporting the County's LGBTQIA+ Commission, which advises on policies, programs, and initiatives that address the needs and priorities of LGBTQIA+ residents; and

WHEREAS, the San Mateo County Board of Supervisors has demonstrated its commitment to advancing equity for women and children by establishing a dedicated Women and Children's Officer position and adopting a comprehensive Women and Children's Action Plan, which identifies key strategies to address inequities, promote safety and well-being, expand access to services, and enhance opportunities for women and children across the County; and

WHEREAS, the San Mateo County Board of Supervisors has supported people with disabilities by hosting and promoting events such as the annual Inclusion Festival, which celebrates the County's diversity and fosters understanding, acceptance, and inclusion of individuals of all abilities through interactive activities, performances, and resources for the community.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of San Mateo reaffirms its unwavering support and protections for immigrants, women, People of Color, Indigenous People, LGBTQIA+ individuals, individuals with disabilities, and other vulnerable communities across San Mateo County;

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of San Mateo reaffirms its support for numerous efforts that protect and uplift vulnerable communities, including, but not limited to: the Action Plan for economic mobility for women and children, the San Mateo County Pride Center and Pride Celebration, the

County Office of Community Affairs Immigrant Services team, outreach to immigrant communities regarding immigrant rights and available resources, the County Office of Racial and Social Justice, and the annual Inclusion Festival celebrating diversity and inclusion of people with disabilities.

* * * * *

RESOLUTION NUMBER: 080865

Regularly passed and adopted this 28th day of January, 2025

AYES and in favor of said resolution:

Supervisors:

JACKIE SPEIER

NOELIA CORZO

RAY MUELLER

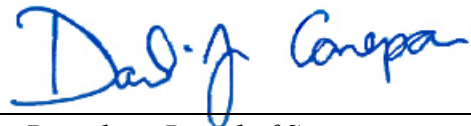
LISA GAUTHIER

DAVID J. CANEPA

NOES and against said resolution:

Supervisors:

NONE



*President, Board of Supervisors
County of San Mateo
State of California*

Certificate of Delivery

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.



Assistant Clerk of the Board of Supervisors



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County Executive's Office



Board of Supervisors Reaffirm Commitment to Equity, Safety and Inclusion for All Communities

January 28, 2025

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Redwood City – The Board of Supervisors today reaffirmed its commitment to diverse and historically marginalized groups, assuring the public that values and local protections have not changed in the face of new federal priorities.

[Watch video](#)

“We know there is a growing effort to dehumanize, degrade and tear apart our vulnerable communities and it is on us as County leaders to protect our most vulnerable communities during this time of fear and uncertainty,” said District Two Supervisor Noelia

Corzo who co-sponsored the resolution. “Here in San Mateo County, we can make a choice not to backslide decades in our social progress.”

The Board [reaffirmed](#) several past steps it has taken to ensure populations such as immigrants, people of color, LGBTQIA+ and those with disabilities feel welcome and secure in San Mateo County. These include:

- A [resolution](#) to advance and improve the County’s racial equity efforts, including the creation of an Office of Racial and Social Equity and a chief equity officer position;
- An [ordinance](#) to promote racial and social equity through specific goals including integrating equity as a core value for strategic and budgetary decisions;
- Establishing a removal defense fund and the [Rapid Response Hotline](#);
- Hosting [“Know Your Rights” trainings](#) and contributing to the Immigrant Families Recovery Fund;
- Establishing the County’s [LGBTQIA+ Commission](#) and supporting the San Mateo County Pride Center;
- Establishing a dedicated women and children’s officer position and adopting a comprehensive [Women and Children’s Action plan](#) to address inequities, expand services and enhance opportunities for economic mobility;
- Promoting inclusive and accessible activities and resources for those with disabilities, including the annual [Inclusion Festival](#).

These actions held lead to San Mateo County being nationally recognized in January 2024 as a [“Certified Welcoming County”](#) — a first for any county in the country. Supervisors also hope the historical support will help quell current anxiety which may keep some from seeking services, education and employment.

District Three Supervisor Ray Mueller, the resolution’s other co-sponsor, noted that some students are avoiding school and adults are not attending work out of fear of immigration officials.

“It’s just horrific to be watching,” he said before speaking directly to transgender youth: “To those kids right now, you are loved and you are valued and this county will stand behind you.”

Today’s vote also provided new Supervisors Jackie Speier, District One, and Supervisor Lisa Gauthier, District Four, the opportunity to voice their support for the Board’s previous commitments. Gauthier successfully suggested adding indigenous people to the list of populations specifically named in the resolution.

Media Contact

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Resolution Template

EQUITY IN GOVERNMENT: [[LOCAL JURISDICTION]] COMMITMENT TO ADVANCE EQUITY AND SHARED PROSPERITY

The purpose of this resolution is to declare that the *[[jurisdiction]]* will intentionally address issues of inequity within our institution, proactively advance equity, and promote a culture of belonging, as permitted by law. Many current inequities are sustained by historical legacies, structures, and systems that repeat and maintain patterns of exclusion. Without the intentionality stated in this Ordinance, inequitable outcomes linked to race, socio-economic status, and other identities will persist. The charge of the resolution is for all aspects of *[[jurisdiction]]* to address and implement lawful strategies that target inequities that exist within the *[[jurisdiction]]* organization and throughout our *[[jurisdiction]]* and to implement strategies to affirmatively advance equity and promote belonging, resulting in more equitable outcomes for all residents. The goal is to support the conditions needed for everyone in the county to reach their full potential.

SECTION 1. FINDINGS. The *[[jurisdiction]]* hereby finds and declares as follows:

WHEREAS, *[[jurisdiction]]* is committed to advancing equity by creating the conditions that allow all *[[jurisdiction]]* residents to fully participate in the economic and social opportunities of the *[[jurisdiction]]* and prosper; and

WHEREAS, the statistics from national assessments indicate troubling limitations to shared prosperity in the Bay Area and San Mateo County, with the San Francisco-San Mateo-Oakland-Berkeley metropolitan area ranking first for economic prosperity but forty-sixth out of fifty-six large metropolitan areas on racial inclusion in that prosperity as analyzed by the Brookings Institute's Metro Monitor 2023; and

WHEREAS, in the United States, Black, Indigenous, and People of Color (BIPOC) experienced centuries of inequality and systemic, institutionalized racism that have created a degree of racial inequity that cannot be remedied without deliberate, conscious efforts; and

WHEREAS, government agencies have played a painful and significant role in creating and maintaining racial and social inequities through explicit and implicit policies and practices; and

WHEREAS, equity occurs when institutions, systems, and structures create the conditions needed for all people, including BIPOC, to reach their full potential, and when race and ethnicity, or other demographic identities no longer determine life outcomes; and

WHEREAS, *[[jurisdiction]]* is committed to advancing equity throughout all of its departments and operations in order to reduce and eliminate barriers for marginalized people and create the conditions for all to reach their full potentials; and

WHEREAS, [[jurisdiction]] recognizes that economic opportunity and advancement and skill building is inextricably linked to the long-term well-being of those we serve; and

WHEREAS, [[jurisdiction]] acknowledges its unique position to better align its business practices and policies with its commitment to lawfully advance equity and serve the community by leveraging its assets and economic activity to improve economic vitality, racial equity, and shared prosperity; and

WHEREAS, [[jurisdiction]] is committed to creating systems and structures that reduce and eliminate barriers for marginalized people; and

WHEREAS, [[jurisdiction]] can serve as a leader and model for other agencies and institutions and catalyze partners across sectors to prioritize the values of equity, inclusion, and belonging, accompanied by concrete structural policies and practices; and

WHEREAS, [[jurisdiction]] can join other local jurisdictions, including the County of San Mateo, who have adopted similar equity-focused resolutions or otherwise commits to advancing equity to reinforce and support our efforts to maximize the impact for our community; and

WHEREAS, [[jurisdiction]] acknowledges the need for learning in the institution in order to effectively implement an equity lens across all operations, and the importance of learning, adjusting, adapting, and growing; and

WHEREAS, [[jurisdiction]] remains committed in the long term to our mission of advancing equity, belonging, and diversity in all aspects of government and program structure.

NOW, THEREFORE, IT IS HEREBY RESOLVED that *[[governing body]]* confirms its commitment to institutional changes at the individual staff, department, and structural levels the advance the following outcomes within *[[jurisdiction]]*:

- Equitable resource allocation
- Equitable policies
- Equitable service provision
- Equitable processes
- Equitable democracy

AND BE IT FURTHERED RESOLVED that to achieve the aforementioned outcomes within *[[jurisdiction]]*, *[[governing body]]* commits to promote racial and social equity utilizing the following approaches:

1. Diverse and representative decision-making bodies,
2. Data-driven decision making that ensures disaggregation of data and impacts where possible.
3. Prioritization of equity within and across efforts,
4. Thoughtful and intentional engagement of impacted communities in public decisions that impact their lives,
5. Analyses of existing community and partner strengths to build on,
6. Accountability to all stakeholders, particularly our historically marginalized communities.

AND BE IT FURTHER RESOLVED that staff will develop an action plan, identifying a minimum of one action item under each of the bulleted outcome areas utilizing the approaches enumerated above, to bring to the *[[governing body]]* for review.

Menu of Actions

	Resource Allocation	Policies	Service Provision	Process	Democracy
Adopt Governing Board Resolution		x		x	x
Collaborate with Other Jurisdictions				x	x
Community Leadership Development	x				x
Community Needs Assessment			x	x	
Create a Community Engagement Toolkit	x	x	x	x	x
Create Equity Action Plans	x		x	x	
Create Program Performance Metrics	x		x	x	
Create Staff Affinity Groups	x				x
Create Staff Training Plan	x				x
Dedicate Staff Time to Equity Initiatives	x		x	x	x
Diversify Boards and Commissions	x				x
Appointed Official Demographic Review			x	x	x
Implement Equitable Budgeting Tools	x	x	x	x	x
Implement Equity Impact Statements	x	x	x	x	x
Organizational Assessment	x	x	x	x	
Policy Reviews	x	x		x	
Public Communication Plan			x		x
Public Reports on Progress			x		x
Staff Demographic Review	x			x	x
Staff Survey	x	x	x	x	x

Options for Support

- Templates and examples
- Technical Assistance & presentations and outreach to city leadership
- Outreach through Equity in Government, City Managers, Council of Cities, Progress Seminar, and more..
- Provide office hours and time for discussion at quarterly convenings

IDEA Committee Work Plan 2025

SAFE COMMUNITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. United Against Hate Week	Short Film Festival		None			
2. Brisbane Police Dept. promote anonymous tip line						
COMMUNITY BUILDING	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. #WeAreBrisbane event	Young Adult Series					
2. #WeAreBrisbane event	MLk Service Project		CWHHSB			
3. #WeAreBrisbane event						
4. Day in the Park Tabling						
5. Brisbane 101						
6. Recruitment						
7. City Groups	-Housing Element program -Represent Age-Friendly Task Force -Park and Rec Festival of Lights Subcommittee					
8. Community Requests	Diwali, AAPI Festival, Mexican Independence Day					9/16/25
9. Notable Dates & Celebrations		On going				
10. Drafted & Maintain Flag Guidelines						

11. District Vs At Large District Elections						
ECOLOGICAL SUSTAINABILITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Participate in Sierra Point Park and Open Space Master Plan Subcommittee						
FISCAL PRUDENCE	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Promote and Track BETSY activities						
ECONOMIC DEVELOPMENT	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Research Safe Exchange Zones						

Park and Rec Possible Joint Initiatives

- older adults programming
- younger adults programming
- Banner Set Policy
- Festival of Lights
- Sustainability--- Indigenous Shellmound; Environmental Justice
- working with YAC
- Cultural Celebrations (e.g., Diwali, United Against Hate Campaigns, Short Film Festival, and Asian American Heritage Month Celebration, International Feast)
- Cultural Grant Program

All Dept Joint Initiatives

- Ambassador Program
- Americans with Disability Act Initiatives

Other Possible Policy Initiatives

- County's Racial and Social Equity Ordinance
- Banner Set Policy
- Equitable Procurement Policy, Promoting Vendor Diversity and RFP Process
- District Elections & Maps
- Research Safe Exchange Zones



To: Mayor and Members of the City Council

From: Michael Roush, Legal Counsel

Date: January 16, 2025

Subject: **Revised Brown Act Provisions Concerning Attending Meetings Remotely**

The Brown Act has been revised effective January 1, 2025, concerning members of legislative bodies, i.e., Council, standing subcommittees, committees and commissions, to attend meetings remotely. For the most part the same rules apply as have been in effect since February 2023. For example, legislative bodies are required to attend meetings in person but may attend meetings remotely under certain circumstances discussed in more detail below. The most significant revision, however, is that a member is now limited to attending meetings remotely under the just cause or the emergency circumstances provisions no more than five times per calendar year and, in the case of attending meetings remotely under the just cause provisions, limited to attending meetings under those provisions to no more than twice in a calendar year.

Meetings Effective January 1, 2025

Council, Commission and Committee members will continue to need to attend meetings in person. Members of the public may attend meetings either in person or remotely, so long as there is City technology that will allow members of the public to observe and participate in the meeting in essentially the same fashion as if they were in person. The City has the required technology.

Methods for Members to Participate Remotely.

Under the Brown Act, legislative body members are permitted to attend a meeting remotely if certain requirements of the Brown Act are followed. Under long standing procedures under the Brown Act, a member may participate remotely, for example, when the member is traveling so long as a quorum of the legislative body is within the jurisdiction of the local agency, the agenda must reflect where any "remote" member will actually be (*e.g.*, the address of a hotel), the member must post the agenda at that location (*e.g.*, on the door of the hotel room or conference room in which the member will participate remotely), the location must be accessible by the public, and all votes must be done by roll call. As noted, councilmembers have used the procedures described in this paragraph from time-to-time, for example when attending out of town conferences or when on vacation.

The Brown Act was amended in 2023 to allow members of a legislative body to attend meetings

remotely under other, but limited, circumstances: so long as a quorum of the legislative body participates in person from a physical location open to the public, other members may participate in the meeting remotely under specified conditions if they have either just cause or there are emergency circumstances.

Just Cause

Just cause is defined as any one of the following: childcare or caregiving of a child, parent, grandchild, grandparent, sibling, spouse or domestic partner; a contagious illness; a need related to physical or mental disability; or travel on business of the local agency. The member must notify the legislative body at the earliest opportunity and provide a general description of the circumstances above. The member must also publicly disclose at the meeting whether any other individual 18 years of age or older is present in the room where the member is and, if so, the general nature of the member's relationship with such individual. The member must also participate through audio and visual technology. Significantly, a member may only participate remotely under the just cause provisions twice per calendar year and a member may only participate using the just cause and emergency circumstances remote participation procedures, collectively, no more than five times each calendar year.

Emergency Circumstances

Emergency circumstances mean a physical or family medical emergency that prevents a member from attending a meeting in person. To utilize this provision, the member must request (not just notify) the legislative body as soon as possible and the legislative body must consider the request at the earliest possible time and must approve the request if the member is to be allowed to participate remotely. If the member has not already done so, the legislative body must request a general description of the emergency circumstances, but the description need not be more than 20 words and need not disclose any private, personal, or medical information. As with the just cause provisions, the member must publicly disclose at the meeting whether any other individual 18 years of age or older is present in the room where the member is and, if so, the general nature of the member's relationship with the individual. The member must also participate through audio and visual technology. And the use of remote participation by a member under the just cause and emergency circumstances participation provisions, collectively, may not exceed five in any calendar year.

Additional Requirements

For a member to participate remotely under the just cause or emergency circumstances provisions, the following, among other requirements, must also be met:

1. The public must be able, remotely, to hear, visually observe, and address the legislative body (e.g., via in a two-way audiovisual platform).
2. There must be a notice of how the public may access the meeting and offer comments.
3. The agenda must provide information as to how the public may attend and address the legislative body, whether through call in, internet-based service, or in person.
4. If there is a disruption of the meeting broadcast or in the ability to take public comment, no further action on the item may be taken until the issue is resolved, although the legislative body may continue to discuss the item. Once the broadcast is restored, the legislative body must allow public comment before taking any action.

Conclusion

The City Clerk and the City Attorney/Legal Counsel will work with any Council, Commission or Committee member who wishes to avail him/herself of these provisions. If there are questions about the conduct of meetings or about the revised Brown Act provisions, please let us know.

cc: All Commissions and Committees

Ways Members of a Legislative Body (Council, Commissions, Committees) May Participate in Meetings effective January 1, 2025

	Notes for Members	Notes for Staff
Member Attending the meeting in Person	Meetings held in person at Brisbane City Hall 50 Park Place, Brisbane	If a meeting of a legislative body of a local agency lacks a quorum, it does not constitute a meeting under the Brown Act. Cal. Gov't Code § 54952.2.
Absent/No Show	Check attendance policy in City Council Handbook or Committees and Commission policy from Resolution No. 2013-12	Check attendance policy in City Council Handbook or Committees and Commission policy from Resolution No. 2013-12
Member attending the meeting virtually, i.e., remotely, under the Just Cause provisions	Provisions for child care or caregiving of a child, parent, grandchild, grandparent, sibling, spouse or domestic partner; a contagious illness; a need related to physical or mental disability; or travel on business of the City The member must <u>notify</u> the legislative body at the earliest opportunity and provide a general description of one or more of the circumstances above Email notice is sufficient if sent to the - chair, city clerk and staff lead and the member provides a general description of one or more of the circumstances above.	There must be an in-person quorum but subcommittees may have one in person and one remote member (if more than 2 members in a subcommittee, the majority of the members must be in person) Receive Email Notice from member that provides a general description of one or more of the circumstances under “Notes for Members” All votes must be conducted by roll call

	Need not disclose any private personal or medical information The member must publicly disclose at the meeting whether any other individual 18 years of age or older is present in the room where the member is and, if so, the general nature of the member's relationship with the individual. The member must participate through both audio and visual technology. Use of the just cause provisions to attend meetings remotely is limited to two per calendar year but a member may not participate remotely under the just cause and the emergency circumstances provisions collectively, more than five times in each calendar year for each legislative body on which a member sits	
Member attending the meeting virtually, i.e., remotely, using "Emergency Circumstance" provisions	An emergency circumstance is a physical or family medical emergency that prevents a member from attending a meeting in person Email <u>request</u>- to the chair, city clerk and staff lead and provide a general description of the emergency (which need not be more than 20 words) and need not disclose any private, personal, or medical information Legislative body must consider the request at the earliest possible time (there will be a standing item on the consent calendar) and must approve the request if the member is to be allowed to participate remotely. The member must publicly disclose at the meeting whether any other	There must be an in-person quorum but subcommittees may have one in person and one remote person (if more than 2 members in a subcommittee, the majority of the members must be in person) On the agenda have a standing item under Roll Call so that the legislative body has the opportunity to consider and then act on the request Receive Email <u>request</u> from member that provides a general description of the emergency All votes must be conducted by roll call

	individual 18 years of age or older is present in the room where the member is and, if so, the general nature of the member's relationship with such individual. The member must participate through both audio and visual technology. A member may not participate remotely under the just cause and emergency circumstances provisions collectively, more than five times in each calendar year for each legislative body on which a member sits.	
Member attending the meeting by Teleconferencing <u>(Only Audio (in Zoom only audio); no video)</u>	The Brown Act allows a member to attend a meeting by teleconference if the member complies with the certain statutory requirements: The teleconference location is accessible to the public and the location is noted on the agenda, e.g., the address of a hotel where the member is staying or the member's home address; The location must be accessible by the public. Contact the city clerk for all requirements	There must be an in-person quorum but subcommittees may have one in person and one remote person Post location where the member will be on the agenda All votes must be conducted by roll call

FAQs

1. Are these the same rules applicable to Subcommittee meetings?

The requirements of the Brown Act apply to “legislative bodies” of **local governmental agencies**. The term “legislative body” is defined to include the governing body of a local agency (e.g., the city council) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, that is created by formal action of a legislative body (Government Code, section 54952). This includes standing subcommittee meetings but not ad hoc subcommittee meetings. Ad hoc subcommittees are temporary, that is, they have a defined purpose and a time frame to accomplish that purpose, and are not considered “legislative bodies”. As such, ad hoc committees may, but are not required to, comply with all provisions of the Brown Act.

2. What happens if there are technical difficulties during the Legislative Bodies’ meeting?

As long as interactive audio is maintained (i.e., even when the live stream and/or cable channel is down)— the meeting may continue and the legislative body may vote on an item.

If there is no longer interactive video/audio (e.g., Zoom is no longer working), the legislative body may not vote on an item, however, the members of the legislative body may (but are not required to) continue discussing the item and asking questions.

If interactive video/audio becomes active, the legislative body must allow more public comment on that item before taking action on the item.

3. What if the legislative body has a need to do a site visit at an off site location ?

When meetings are held off site, the body must first meet at its regular meeting place and then proceed to the off site/outdoor location. As a practical matter, a member or a member of the public could not attend that remotely. Accordingly, the agendas for those meetings should be clear that the meetings will not be conducted in a hybrid fashion

- 4. For typical teleconferencing, i.e., where the member is participating remotely but not under the just cause or emergency circumstances provisions, does the member really need to post the agenda on the front door of the member's residence, or on the door of the member's hotel room, where the member will be participating remotely?**

The statute is ambiguous about this. It provides that the agenda shall be posted at all teleconference locations, each teleconference location shall be identified on the meeting notice and agenda, and each teleconference location shall be accessible to the public. In the absence of clarifying language from the Legislature or a decision by the courts, the safer approach is to post the agenda on the front door of the member's residence or the door of the hotel room/conference room from which the member will be participating remotely.

- 5. What level of detail is required to be provided when a member wants to participate remotely in a meeting for physical or family medical emergency reasons?**

When a member has a valid physical or family medical emergency that prevents the member from attending the meeting in person but does allow the member to attend remotely, the member must only provide a general explanation of the medical reasons. The explanation should be limited to 20 words and shall not require the member to disclose any medical diagnosis or disability, or any other personal medical information that is exempt from disclosure under the law.