MEETING PREPARATION & MANAGEMENT

in a Covid and Post-Covid World

April 2 2022
4:45 p.m.

Stephen Kodur
Community Organizer,
SSCCC

Jack Hill
RAD Region I, SSCCC

www.ssccc.org
TODAY'S AGENDA

What we'll learn:

01  Agendas: What are they and why use them
02  Agenda done, now to post them
03  Brown Act guidelines
04  Covid restrictions
05  Meeting Management
06  Tips and Tricks for a successful meeting
WHAT IS AN AGENDA?

Agendas give your meeting structure and show the topics for discussion for the day.

Agendas are to outline your meeting and give the public the opportunity to know what you will be discussing and whether or not they should be in attendance to voice their opinions.
AGENDA

OVERVIEW

- Call in information/Public Notice
- Call to Order
- Roll Call
- Amendments to the Agenda
- Approval of the Minutes
- Public Comment
- Special Orders
- Standing Items
- Reports
- Business
- Communications from the Floor
- Adjournment
CALL-IN INFO & PUBLIC NOTICE

This information is legally required and is the only way anyone has access to the meeting. This happens prior to the start of the meeting.

- Public access is required! Meeting cannot take place if it is not open
- Current zoom links for inclusivity
- Ensure no typos (dates, times, email, links)
- Supplemental materials need to be linked
- Agenda needs to be accessible 24/7
ORDER OF BUSINESS

These items are to be put at the beginning of the meeting and need to occur before any business happens.

Quorum needs to be established and an agenda needs to be approved in order for a meeting to take place. These procedural items only need votes of affirmation.

Call to Order
- Meeting doesn't start unless the Chair says, include a time

Roll Call
- Needed to establish quorum (50% +1)
- Any voting member not present needs to notice their location

Approval of the Agenda
- Agenda needs approval to begin
- Only amend if it is an absolute emergency

Approval of the Minutes
- Minutes from previous meeting needs to be approved
- Spelling and grammar are not issues, content is

Public Comment
- Mandatory for the public to be able to speak in real time to the body
STANDING ITEMS, REPORTS, & SPECIAL ORDERS

These items are optional and usually informational. Be sure that actionable items are listed on the agenda.

Standing Items are recurring items on your agenda and examples may include a roundtable discussion, a legislative update, COVID-19 update, etc.

Reports can be on the agenda and are a time for members to update others on their work.

Special Orders are urgent items that have been requested to be addressed first as well as time specific items. It requires a \( \frac{2}{3} \) vote to move a business item to special orders.
Formulating an Agenda Item

Should include a short title, description, indication whether it is a discussion or action item, supplemental documents, presenter, time limit

Old Business

- Any run over agenda item from the prior meeting that wasn't addressed, an item postponed to this specific meeting, or an item being revisited that has been discussed before

New Business

- Any item being presented for the first time
- Presentations from the public DO NOT go under public comment, they are informational business items unless the presenter is asking for action

*Any budget request must include a $$$ value
Communications from the floor is a "public comment" designated for only members of the body/board.

Members of the board/body do not participate in public comment. That is reserved for the public. Members comments should be reserved for either reports or communications from the floor.

Adjournment is procedural and doesn't need a vote just unanimous consent. Be sure to include time.
PART II

Agenda Posting and Brown Act Requirements
In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.
AGENDA AND SUPPLEMENTAL MATERIALS NEED TO BE POSTED 72 HOURS IN ADVANCE

- Agendas need to be posted physically and virtually
- If your organization has a website then the agenda MUST be posted there also
- Recommend using hyperlinks for equity and inclusivity

ACCESSIBILITY

- Location of agenda and meeting must be easily accessible at all times
- Public should not have to go searching for your agenda
- Public CANNOT be held out of your meeting or left in your waiting room
There are new provisions that the Governor put in place to address meeting restrictions during COVID. Allows for teleconferencing without normal requirements under state of emergency by Governor if:

- State or local officials have imposed or recommended measures to promote social distancing; or
- The legislative body is meeting for the purpose of determining, by a majority vote, that meeting in person would present imminent risks to the health or safety of attendees as a result of the state of emergency; or
- The legislative body has already determined, by a majority vote, that meeting in person would present imminent risks to the health or safety of attendees as a result of the emergency.
AB 361

What are the regulations??

01 Public Comment must be in real time!

02 No need to notice where each voting member is located.

03 Applies to any state of emergency.

04 Must reconsider the circumstances every 30 days.
Brown Act Main points

Acceptable Communication

NO GROUP CHATS
- Group chats that begin discussing business are illegal under Brown Act and cannot exist.
- Communications between a majority of members is public record.

Serial Meetings
- You cannot discuss business between multiple members, sharing with them what others think.

Use Emails Cautiously
- If you think that you might be violating Brown Act its probably best not to do it or ask.
Agendas must be available 72 hours in advance of the meeting. (posted & emailed with proof)

Agendas and supplemental materials must be easily accessible. (hyperlinks are your friend)

Meetings must be open to the public. (zoom and physical location)

Discussion must happen in meetings and not outside
PART III

Chairing your Meeting
Your job is to ensure debate remains respectful, alters between pro and con equally, and that everyone receives the opportunity to speak.

As the chair, you should always remain impartial. This means never participating in debate between the members of your meeting or dictating the direction of the conversation.

Consider establishing community agreements.
MEETING MINUTES

- Make sure you appoint someone to take your minutes (if it is an elected position’s duty make sure they are present or appoint someone else)
- Main motions are vital to the minutes
- Vote (record the maker but the second is unnecessary)
- Amendments change the motion so they need to be recorded whether they pass or fail
- Supplemental discussion is for future reference and context and should be provided without being in conversation format
Stick to your agenda and time limits for agenda items.

Don’t overpack your agenda with items.

Make your agenda items worthwhile and productive so you capture your delegate’s full attention.

Consider sending your agenda earlier than 72 hours. This allows for the public to further review the materials and be more prepared.