



## **Ralph M. Brown Act:**

Enacted in 1954

The Brown Act requires California governments to have public meetings

The Brown Act applies to City of Hayward legislative bodies such as the City Council, Planning Commission and Youth Commission

Meetings must have posted agendas, public meeting spaces that are ADA-accessible

No secret meetings unless specifically authorized under the Brown Act such as pending litigation, labor negotiations, etc.

'Secret' meetings are misnomer because the Brown Act allows 'closed' sessions if correctly agendized

No texting or use of electronic devices during meetings

Do not text or email or discuss the commission's business outside of a public meeting – communicate with staff

Quorum must be present to start and continue meetings – a quorum is a majority of the commission's members

Meetings should allow for full discussion by all members, and members of the public are entitled to speak on issues

Commission should select a chairperson and vice-chairperson to lead meetings – chairperson should be fair and flexible

The commission 'acts' by the making and seconding of motions, followed by a vote to carry or defeat the motion – a motion must be carried by a majority of those members voting on it

The commission should have a secretary to maintain a record of the actions taken -- these are called 'minutes' and the minutes of a prior meeting should be available at the subsequent meeting

## **California Public Records Act:**

Enacted in 1968

Public Records Act requires public access to most records generated by public agencies, including the Youth Commission

Emails, texts, reports are considered public records if they discuss public business

No reason or justification has to be given in order to make a public records request

City receives thousands of requests every year

## **Bullying / Harassment:**

To be discussed