

San Mateo County Harbor District

Policy	Number: 3.2	Approved Date: 12-20-17	Effective Date: 12-20-17
Title: Brown Act Compliance	Prepared By: S. McGrath	Approved By: Resolution 17-21	Page: Page 1 of 2
Objective: To establish compliance with the Ralph M. Brown Act			

Statement of Policy

The District is subject to the Brown Act (California Government Code Section 54950 et seq) and all District meetings are subject to the Act's requirements. The District is committed to the Act's twin goals of transparency and public participation. This Policy is intended to reflect existing law and nothing in this Policy is intended to contradict any other District policy. Without limiting the requirement for compliance with all of the Act and all other District policies, following are general principles by which the District will conduct its meetings:

Regular Meetings

All members of the public are invited to attend open meetings of a District legislative body (Board or Standing Committee). Every Regular Meeting will provide an opportunity for members of the public to address the legislative body on any item under the legislative body's jurisdiction. In addition, the public will have the opportunity to comment before or during the legislative body's consideration of any item on a Regular Meeting's agenda.

- a. Regular Meetings of the Board of Commissioners shall be held on the third Wednesday of each calendar month, at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94080 odd months (January, March, May, July, September and November), and at 504 Avenue Alhambra, El Granada, CA 94018 even months (February, April, June, August, October and December) (Resolution No. 38-16).
- b. Special Meetings of the Board may be called by the Board President or by a majority of the Board.
- c. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an Emergency Special Meeting without complying with the 24-hour notice. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board Chair or a majority of the Board.
- d. Standing Committee Meetings. The meetings of Standing Committees (comprising two Commissioners), are subject to the notice and open meeting provision of the Brown Act.

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- e. Agenda:
- i. At least 72 hours prior to the time of all Regular Meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). The agenda shall be posted on the District website at the same time. All information made available to the Board (except those items provided the Board for discussion at a properly noticed closed session) shall be available for public review prior to the Board meeting.
 - ii. The agenda for a Special Meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).
- f. The District shall ensure that all required and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate for all persons.