

# San Mateo County Harbor District

<b>Policy Title:</b> Brown Act Compliance  Public Meeting	<b>Number:</b>  3.2	<b>Date of Approval:</b>  12/20/2023
<b>Other Revisions</b>  1/18/2023 (Resolution 23-02)  12/20/2017 (Resolution 17-21)	<b>Prepared By:</b>  Rachelle Modena  Assistant Director of Administrative Services	<b>Legal Review</b>  Trisha Ortiz  RWG

**STATEMENT OF POLICY:** The District is committed to transparency and encouraging public participation in all activities the District performs. To that end the District is dedicated to ensuring compliance with the Brown Act (California Government Code Section 54950 et seq). This Policy is intended to reflect existing law. Nothing in this Policy is intended to contradict any other District policy. Without limiting the requirement for compliance with the Act and all other District policies, the following are general principles by which the District will conduct its meetings:

Public Meetings

All members of the public are invited and encouraged to attend all open meetings of a District legislative body subject to the Brown Act (Board or Standing Committee). Every Public 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 the Meeting’s agenda. The public may make comments in-person at any Public Meeting or submit written comments in advance of the meeting. Written comments provided in person or via email to the Deputy Secretary or General Manager, at least two hours before a public meeting, will be provided to each Commissioner and posted with the agenda. The agenda contains detailed information on how to submit written comments in advance of the meeting.

- a. Regular Meetings of the Board of Commissioners shall be held on the third Wednesday of each calendar month, at 504 Avenue Alhambra, El Granada, CA 94018.
- 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 both: (1) “an emergency”, which is a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Harbor Board; and (2) “a dire emergency”, which is a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger

the public health, safety, or both, as determined by a majority of the members of the legislative body.

- d. Standing Committee Meetings. Standing Committees Meetings (comprising two Commissioners), are subject to the notice and open meeting provisions of the Brown Act.

Broadcasting Meetings: Each meeting subject to the Brown Act and conducted in the Harbor District Board Room at 504 Avenue Alhambra will be broadcasted in real time through an online platform. Information about how to view or hear a broadcast will be posted on each agenda.

Live broadcasting is being provided as a convenience to the public and to improve public awareness and outreach. If the District is unable to provide a broadcast due to technological difficulties or other issues, the meeting will continue in person.

No public comments will be accepted through the online or teleconferencing platform.

Recordings: Each meeting subject to the Brown Act and conducted in the Harbor District Board Room at 504 Avenue Alhambra, will be recorded and posted online at [www.smharbor.com](http://www.smharbor.com). The recording will be maintained in accordance with the District Records Retention Policy.

Meetings conducted outside of the Harbor District Board Room will not be recorded or broadcast.

Agenda:

At least 72 hours prior to the time of all Regular and Standing Committee 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.

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).