

Marin Emergency Radio Authority

Meeting Teleconferencing Procedures

Purpose: To set forth procedures that meet the Brown Act requirements for voting at meetings where member agency representatives cannot be physically present.

Procedures: “Teleconferencing” may be used as a method for conducting meetings whereby members of a legislative body may be counted towards a quorum and participate fully in the meeting from remote locations.

If a member participates in a meeting via teleconferencing, the following requirements apply: (1) the remote locations must be connected to the main meeting location by telephone, video or both; (2) the notice and agenda of the meeting must identify the remote locations; (3) the remote locations must be posted and accessible to the public; (4) all votes must be by roll call; and (5) the meeting must in all respects comply with the Brown Act, including participation by members of the public present in remote locations.

A quorum of the legislative body must participate from locations within the jurisdiction, but other members may participate from outside the jurisdiction. The teleconferencing rules only apply to members of the legislative body. Staff members, attorneys or consultants may participate remotely without following the posting and public access requirements of the teleconferencing rules. See Government Code Section 54953.

Members can participate remotely within the jurisdiction provided public noticing requirements are met at those locations, that the remote locations are disclosed on the notice posted at the primary meeting site, that the remote locations are open to the public and a quorum is present at the primary site.

Any member who participates in discussion via teleconference where posting requirements have not been met may influence decisions, so they need to participate at a noticed site. It is acceptable for a member to listen to a meeting via teleconference without interacting.