

**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) Each remote location must be connected to the main meeting location by telephone, video or both.
- (2) The notice and agenda of the meeting must identify each remote location.
- (3) The agenda must be posted at each remote locations.
- (4) Each remote location must be accessible to the public.
- (5) The meeting must in all respects comply with the Brown Act, including participation by members of the public present at each remote locations.
- (6) A quorum of the legislative body must participate from locations within MERA’s jurisdiction, but other members may participate from outside the jurisdiction.
- (7) All votes must be by roll call.

Any member who is at a remote location for which posting requirements have not been met may only participate in the meeting to the extent any member of the public may participate.

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.