



To:	All Workforce Board and Executive Committee members
Subject:	Brown Act Teleconferencing Policy
Effective Date:	March 22, 2023
Revision Number:	

Purpose

To establish a policy in compliance with the Brown Act Section 54953 teleconferencing guidelines that promotes continued use of teleconferencing, defines eligibility, process, and ensures equitable use among board members.

Brown Act guidelines

Brown Act Section [54953](#) teleconferencing guidelines:

Location	<ul style="list-style-type: none">• Address posted on agenda• Agenda posted at each location• ADA Accessible• Open to Public
Quorum	A majority of the quorum must attend (including teleconference) from within the jurisdiction (Alpine, El Dorado & Placer Counties)
Vote	Roll Call vote must occur

Eligibility Framework

Workforce Board and Executive Committee:

- Members wishing to attend virtually within the GS region are not limited on the number that can participate
- Members wishing to attend virtually outside of the GS region will be limited based on the current membership.

Example: less than a minimum quorum

WB	EC
Membership 21 Minimum Quorum 11 Inside GS Region: 6+ (no limit) Outside GS region: 5 (not to exceed)	Membership 5 Minimum Quorum 3 Inside GS Region: 2+ (no limit) Outside GS region: 1 (not to exceed)

Request process

Staff will send out a reminder to all board members 2 weeks prior to the meeting. Board members shall submit their intent to teleconference and location specifics to staff no later than 10 days prior to the meeting.

Determination process

If the number of board members wishing to participate from outside the GS region exceed the maximum number defined, then staff will review current FY teleconference usage to determine which members can participate.

Confirmation process

Staff will notify all members that requested to participate via teleconference no later than 9 days prior to the meeting on the status of their request.

Teleconferencing locations can be updated or removed any time prior to the agenda being published. The agenda is typically published 7 days prior to the meeting. After the agenda is published, the member will be responsible for making the location accessible to the public and securing a teleconferencing connection at the noticed time and location provided on the agenda.

References

Brown Act Section 54953