



HOLDING A PUBLIC MEETING

Roberts Rules of Order and the Brown Act



WHAT IS THE BROWN ACT

The Brown Act or “Open Meeting Law” is officially known as the Ralph M. Brown Act and is found in the California Government Code § 54950 et seq. 1. The Brown Act was enacted in 1953 to guarantee the public’s right to attend and participate in meetings of local legislative bodies, and as a response to growing concerns about local government officials’ practice of holding secret meetings that were not in compliance with advance public notice requirements. The Brown Act is pivotal in making public officials accountable for their actions and in allowing the public to participate in the decision making process.

PUBLIC MEETINGS AND THE BROWN ACT

MEETING AGENDA

Only items noticed on the agenda and properly posted can be discussed at a public meeting.

PUBLIC PARTICIPATION

The public has the right to speak on every item on the posted agenda. Time may be limited

SERIAL MEETINGS

Outside of a public meeting, Commissioners should not have discussions with more than one other Commissioner. This includes email.

MEETING VIOLATIONS

Commissioners should not have a side bar discussion with another Commissioner during a meeting.

SOCIAL MEDIA

Use of Social Media in communications, could also constitute a violation.



MEETING AGENDA

PUBLIC COMMENT

Must be allowed for non-agenda items on all Regularly scheduled meetings. Can be anywhere on the agenda. Can have a time limit

PUBLIC COMMENT DISCUSSION

Commission discussion on open public comment should be limited or none. Mostly only answer easy questions.

ACTION ITEMS

Can only be discussed if properly noticed. Public comment must be allowed on each item before vote. Public Comment can have a time limit.

ROBERTS RULES OF ORDER

Chair should run the meeting. Speakers, including commissioners should be recognized by the Chair before speaking.



BROWN ACT OTHER INFORMATION

NON-CITY MEETINGS

Commissioners may attend and participate in non- city meetings but should not discuss commission business.

OTHER CITY FUNCTIONS

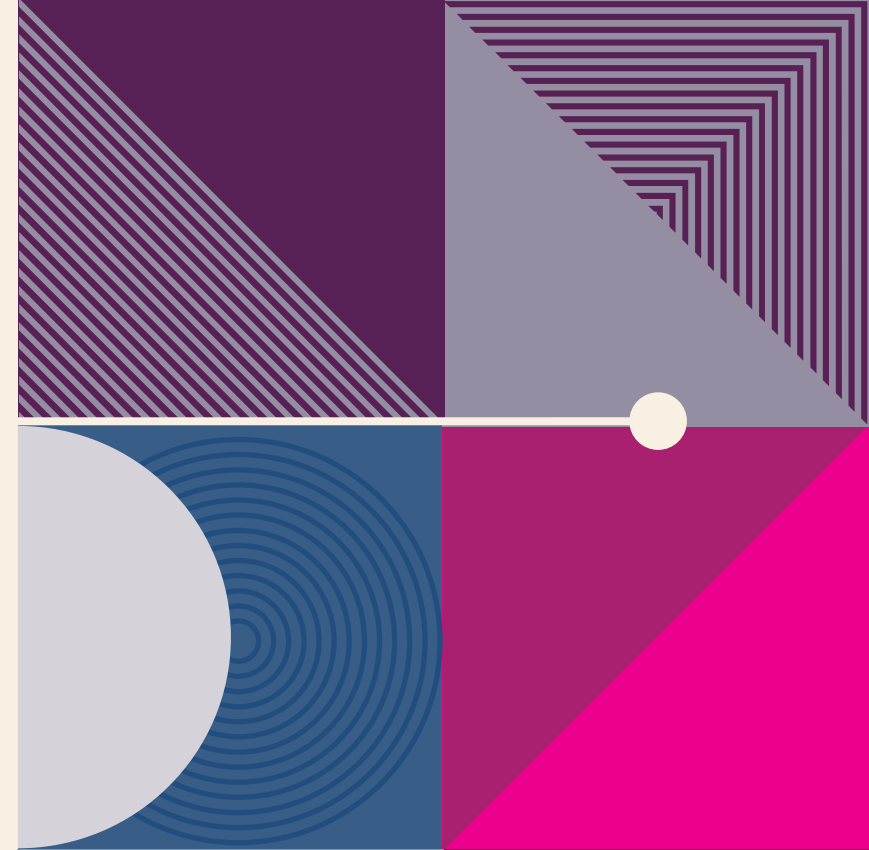
Commissioners are encouraged to attend other City Functions. However, Commission business should not be discussed.

AVOID THE APPEARANCE

Recognize that those in attendance outside of City meetings may recognize you as a Commissioner.

SPECIAL MEETINGS

Called by the Chair or a majority of the members. Same rules apply except for open public comment



WHAT IS THE PUBLIC ALLOWED TO SAY

- Free speech allows the public to comment on any item that falls within the jurisdiction of the Commission.
- As a public servant we sometimes have to listen to things that we disagree with and is critical of us personally or as a group.
- Our agenda states personal attacks on individuals, slanderous comments or invasion of person privacy are not allowed.
- If a person's comments are determined to be out of line, they should be asked to discontinue.
- Because of the nature of Recreation and Parks, the hope is to maintain some sense of informality to encourage participation. However back and forth discussions should be avoided.



DUTIES OF THE COMMISSION



ADVISORY

By Resolution, the Commission is to advise the City Council and the Director on issues related to parks and public recreation.



LIAISON TO THE PUBLIC

The Commission should be a conduit between the City and the public to gather information and determine how we are doing.



PROMOTE

The Commission should use their position to promote parks and recreation programs and encourage participation by the public.



JURIDICTION OF THE COMMISSION

PARKS

- Any issues related to park maintenance
- Any issue related to park improvements
- New Parks
- New Features/
Facilities in Parks

RECREATION

- Classes
- Youth Sports
- Adult Sports
- Events
- Programming

FACILITIES

- Aquatic Center
- Scout Hall
- Public Restrooms
- Town Hall
- Gold Bug Park
Facilities



QUESTIONS/DISCUSSION



THANK YOU

