



## AGENDA REPORT

**DATE:** May 12, 2026

**TO:** MAYOR AND CITY COUNCIL

**FROM:** DONALD M. DAVIS, CITY ATTORNEY  
LAUREN PETTIT, CITY CLERK

**SUBJECT:** OPEN MEETING - BROWN ACT POLICY

### OVERVIEW

The proposed Open Meeting – Brown Act Policy (Policy) is intended to address certain new policies and procedures related to the Brown Act that are required to be in place by July 1, 2026 under Senate Bill (SB) 707, which was adopted in the 2025 legislative session.

### BACKGROUND

The Ralph M. Brown Act (Brown Act) (codified in Government Code section 54950 and following) has for many decades required “meetings” of the City’s “legislative bodies” to generally be accessible and open to all “members of the public” (as such terms are defined in the Brown Act). To ensure such open meetings, the Brown Act contains numerous requirements ranging from the timing and manner of noticing agendas, access to meeting documents, and the conduct of public meetings, including public participation requirements. As such requirements were mandatory, there has previously been no need for the City to adopt a Brown Act Policy as such policy would merely re-state existing requirements. SB 707, however, contained some new requirements which granted the City some discretion in terms of how they may be implemented, which in turn resulted in the need for the proposed Policy.

### DISCUSSION

The key “new” provisions of the Brown Act under SB 707 addressed in this Policy are found in Sections 3 – 8, and the applicable provision of the Brown Act is referenced in the section heading. Section 3 – provision of a “copy” of the Brown Act – was satisfied by such distribution to City officials at the beginning of 2026. In Section 4, the City is stating its election to provide remote public participation through a two-way audiovisual platform (rather than just a two-way telephonic service). The City intends to roll-out such remote service in June. As technology is never perfect, Section 4 addresses the requirement to temporarily recess an open session of the City Council if there is a disruption in the two-way audiovisual platform service until such service is restored or for up to one hour if remote service cannot be timely restored after which time the Council may elect to continue the open session. Section 6 addresses the requirement of assisting members of the public in locating third-party interpreters if needed to fully participate in a meeting. Section 7 reflects how the City is complying with new meeting

and public comment notice requirements. Finally, Section 8 summarizes the City's longstanding practices regarding public outreach to encourage meeting participation and civic involvement which are fully consistent with the reasonable efforts reflected in that new provision of the Brown Act.

### **RECOMMENDATION**

Staff recommends that the City Council review the proposed Policy, suggest any revisions, and approve the Policy (as it may be revised).

### *Attachments:*

- A. *Open Meeting – Brown Act Policy*

**CITY OF ROLLING HILLS ESTATES  
OPEN MEETINGS -- BROWN ACT POLICY**

Date Adopted: \_\_\_\_\_, 2026

Last Amended:

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**Section 1 – Definitions.**

**Section 2 – Open Meetings.**

**Section 3 – Provision of Copies of the Brown Act.**

**Section 4 – Remote Public Participation.**

**Section 5 – Remote Service Disruption.**

**Section 6 – Language Interpretation Assistance During Meetings**

**Section 7 – Website Meeting Notices, Access to Agenda Materials, City Council Meeting and Public Comment Process.**

**Section 8 – Public Outreach to Encourage Meeting Participation.**

**PURPOSE**

The purpose of this Open Meetings – Brown Act Policy (“Policy”) is to establish written policies and procedures as required under the Ralph M. Brown Act (“Brown Act”) to ensure that all “Meetings” of a “Legislative Body” of the City are open and public, and that all persons are permitted to attend any Meeting, except as otherwise provided in the Brown Act.

**LEGAL AUTHORITY**

The Brown Act is codified in California Government Code section 54950 and following. All section references in this Policy are to the applicable provisions of the Brown Act.

**SECTION 1: Definitions.**

All initially capitalized words and terms used in this Policy that are not defined in this Policy will have the meaning ascribed to such words and terms in the Brown Act (e.g., Legislative Body, Meeting, Open Session, Closed Session, etc.).

**SECTION 2: Open Meetings.**

All Meetings of the City’s Legislative Bodies will be conducted in accordance with the Brown Act to ensure that the people’s business is conducted in an accessible, open, and transparent manner so that the people may retain control over the local Legislative Bodies that serve them.

**SECTION 3: Provision of Copies of the Brown Act. (§ 54952.7)**

To ensure that members of the City’s Legislative Bodies have access to the most current text of the Brown Act, in coordination with City Attorney’s office, Legislative Body members will be provided annually with a memo that contains a link to the City-prepared digital copy of the Brown Act text as well as a link to the California Legislative Information website where the text of the

Brown Act may also be found. Legislative Body members (and Members of the Public) may also obtain a hard copy of the text of the Brown Act from the City Clerk's office.

**SECTION 4: Remote Public Participation. (§ 54953.4(b)(1))**

A. Meetings of the City Council will offer public attendance and the ability to comment through a two-way audiovisual platform ("AV Platform"), which is an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

B. The City Council may determine in its discretion whether and when other City Legislative Bodies may utilize an AV Platform for their Meetings.

**SECTION 5: Remote Service Disruption. (§ 54953.4(b)(1)(A)(i)(I)(ib))**

In the event there is a disruption in the remote participation AV Platform service whereby the technology used does not allow either monitoring or participation in the Meeting, the following procedures will apply:

A. The applicable Legislative Body must recess the Meeting and make a good faith attempt to cause the restoration of the service.

B. The Open Session may resume upon the sooner of service restoration or the expiration of one hour at which time if service is not restored after one hour, the Legislative Body (by roll call) must find that good faith restoration efforts were made and the need to proceed without remote access outweighs the interest in such access in order to proceed with the Open Session.

C. The City Council may use the recess time due to an AV Platform service disruption to go into Closed Session, provided the items have been agendaized for Closed Session.

**SECTION 6: Language Interpretation Assistance During Meetings. (§ 54953.4(b)(2))**

The City will publicize instructions on the City's website and on Legislative Body agendas as to how a Member of the Public may request assistance in translating/receiving interpretation at a Meeting. Although the City is not required to directly provide any interpretation service, the City will coordinate with nearby jurisdictions to identify volunteers who may be able to provide such services to Members of the Public.

**SECTION 7: Website Meeting Notices, Access to Agenda Materials, City Council Meeting and Public Comment Process. (§ 54953.4(b)(3)(A) & (B))**

The City's website homepage has a "Meetings & Events" section that links to a calendar page with upcoming meeting agendas (as required under § 54954.2). The City also provides links on its website under the "Government" and "Departments (Community Services)" tabs to "Agendas, Minutes & Video." Each of these links provides access to agendas, and the agendas have hyperlinks that provide access to the supporting documents. The City's website provides information regarding how copies of agendas and agenda package materials may be obtained including how a Member of the Public may request that a copy of the agenda and the agenda packet be mailed to them. In addition, the City's website provides an explanation of the City

Council meeting process and the procedures for submitting public comment (i.e., in person, remotely, and in writing).

**SECTION 8: Public Outreach to Encourage Meeting Participation. (§ 54953.4(b)(3)(C))**

As a small jurisdiction, Meetings, particularly those of the City Council, are attended by a range of persons, with attendance often driven by particular items of interest to the community. The City encourages Meeting participation by reaching out to various civic groups and organizations and inviting them to present information at the start of Council Meetings as part of the ceremonial or public presentation agenda items regarding their activities and how residents can get involved in the group or organization. On average, over two dozen such groups and organizations make presentations annually and attendees often stay for the rest of the Meeting, which the City Council encourages. As a primarily residential community with numerous formal and informal homeowner associations (“HOAs”), the City regularly provides updates to such HOAs regarding items of potential interest on upcoming agendas and encourages residents to attend applicable Legislative Body Meetings, particularly where there are items that may directly impact or be of interest to the HOAs. The City’s business community is well represented by the Palos Verdes Peninsula Chamber of Commerce (“Chamber”), whose principal office is located in the City, and agendas and notices of items of interest to the business community are regularly provided to the Chamber. In light of this extensive outreach to business, civic, and residential groups and organizations, persons of all backgrounds have participated in public Meetings and it is the policy of the City to continue such extensive public outreach on an on-going, annual basis.