



DANNIS WOLIVER KELLEY

Attorneys at Law

DWK's Brown Act Survival Training

Preparing for and Running a Meeting

January 30, 2023

Presented by:

Janet L. Mueller, Jon Pearl and Jenell Van Bindsbergen

Scenario 1: Preparation for regular meeting

“Everything was going so well until ... snap!”

Issue 1: Meeting options under the Brown Act (and options other than a meeting)

Issue 2: Authority to schedule meetings

Issue 3: Remote participation at in-person meetings

Issue 4: Location options for board meeting

--See Brown Act Manual pp. 11-13; 14-16

Scenario 2: Board workshop scheduled before regular meeting: “Illegal Board Meeting?”

Issue 1: Required Content of Agendas

Issue 2: Description of Agenda Items

Issue 3: Agenda Notice and Posting Requirements

Issue 4: Materials Notice and Posting Requirements

--See Brown Act Manual pp. 19-22

Scenario 3: At the board workshop: “Lights, Camera, Action/Abstention!”

Issue 1: Adding an Item to the Agenda/Voting Requirements

Issue 2: Recording Meetings, Adjourning to Closed, Abstention

Issue 3: Requirements to Continue Meeting

Issue 4: Controlling the Meeting

--See *Brown Act Manual* pp. 16-19; 21; 22-26

Scenario 4: After the meetings: “A moment of calm, and then . . .”

Issue 1: Recordkeeping Requirements for Board Meetings

Issue 2: Enforcement of Brown Act by Public

Issue 3: Legal Consequences for Violating Brown Act

--See *Brown Act Manual* pp. 16-17; 48-49



DANNIS WOLIVER KELLEY

Attorneys at Law

Thank you!

SAN FRANCISCO

LONG BEACH

SAN DIEGO

CHICO

SACRAMENTO

BERKELEY

FRESNO

www.DWKesq.com



Janet L. Mueller
Attorney
San Diego Office
619.595.0202
jmueller@DWKesq.com



Jon Pearl
Attorney
San Diego Office
619.595.0202
jpearl@DWKesq.com



Jenell Van Bindsbergen
Attorney
Fresno Office
559.388.5806
jbindsbergen@DWKesq.com