



Optimizing Governing Board Meetings


Background and Context

- Pre-Covid: In person meeting only, audio posted
- Quick shift to virtual meetings and review of Brown Act adjustments on meeting guidelines
- Districts collaborate to find the right tech to lead meetings
- Choices made included move to livestream format and new way to collect public comments
- Attendance and engagement: from 5-10 in the audience on average to hundreds of attendees on Youtube



Looking Ahead...

How might we build upon the increased community engagement while striving for more efficient and effective board meetings?

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Learning from Others/Technical Improvement

- After 6 months of virtual meetings, slight adjustments being made
- Multiple ways to facilitate public comment on technical side as well as procedural
- LACOE Tech meetings attended to discuss technical solutions
- Viewing of other district meetings to norm process
- Livestream start time issues being worked on



Adjustments to Consider for Live and In Person Meetings

1. Livestreaming has been so positive. Does this continue or recording only? (Planning for technical issues with streams)
2. Challenges of physical space: Board room not designed currently for social distancing; Audio equipment in board room needs upgrades
3. Public comment process/unknown variable of length of comments and impact on planning



Possible solutions

1. The time limit should be followed (now set up with a word count, but use of timer may be better option)
2. Public comment will be limited to one comment per person per item
3. Anonymous comments will not be read live at the meeting, but provided to the board in written form for review as this could violate the single comment per person rule
4. Public comments will be accepted up until the start of the meeting and then closed
5. Move the public comment process from a written submission to a call in process
6. Establish a time limit of public comment per item
7. Questions will be read, but may not be answered



Definition of Public Comment

1. The Brown Act mandates that agendas for regular meetings allow for two types of public comment periods. The first is a general audience comment period, which is the part of the meeting where the public can comment on any item of interest that is within the subject matter jurisdiction of the local agency. This general audience comment period may come at any time during a meeting (Section 54954.3).
2. The second type of public comment period is the specific comment period pertaining to items on the agenda. The Brown Act requires the legislative body to allow these specific comment periods on agenda items to occur prior to or during the City Council's consideration of that item (Section 54954.3).



Definition of Public Comment

3. Limitations on the Length and Content of the Public's Comments A legislative body may adopt reasonable regulations limiting the total amount of time allocated to each person for public testimony. For example, typical time limits restrict speakers to three or five minutes. A legislative body may also adopt reasonable regulations limiting the total amount of time allocated for public testimony on legislative matters, such as a zoning ordinance or other regulatory ordinance (Section 54954.3(b)).

