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**IMPORTANT-
BROWN ACT FUNDAMENTALS**

Date: July 10, 2002

To: County Boards, Commissions and Committees and their
Administrative Officers and Secretaries

From: Silvano B. Marchesi, County Counsel
By: Mary Ann McNett Mason, Deputy County Counsel *M.A.M.*

Re: Brief Summary of Open Meeting Requirements

For your reference, we provide this brief summary of the fundamentals of the Brown Act and Better Government Ordinance. All County commissions, councils and advisory groups subject to the Brown Act and Better Government Ordinance must comply with the following every time a public meeting is held:

1. At least 96 hours in advance of a scheduled meeting of the county body, an agenda containing a general description of each item of business to be transacted, including items to be discussed, and the time and location of the meeting must be posted. (Gov. Code, § 54954.2(a); Ord. § 25-2.206(a).)
2. Meetings of county bodies must be open and accessible to the public. (Gov. Code, § 54950, 54961; Ord. § 25-2.602.)
3. If an item is not included on the agenda, the county body may not act on or discuss that item, or add that item to the meeting's agenda as an urgency item, subject to limited exceptions. (Gov. Code, § 54954.2(a), (b); Ord. § 25-2.205.)
4. During each meeting, the public body must allow public comment on each agenda item and on other matters within the jurisdiction of the public body. (Gov. Code, § 54954.3(a); Ord. § 25-2.205(c).)
5. At least 96 hours before a scheduled meeting, all supporting written staff materials which concern agenda items and are provided to a majority of the body, must be made available to the public and to the members of the body, subject to limited exceptions. (Ord. § 2.206(a).)

This memorandum is only a brief summary of the open meeting requirements. A detailed description of open meeting requirements is provided in our memorandum of July 10, 2002, captioned "Selected Brown Act and Better Government Ordinance Provisions," copy attached.

MAM/am

cc: Board of Supervisors, District Offices
John Sweeten, County Administrator
Jim Sepulveda, Senior Deputy District Attorney
Department Heads