

This document outlines general permissions and limitations contained in the Ralph M. Brown Act, Government Code section 54950 et seq., regarding teleconferencing by members of legislative bodies for personal reasons, not during a state of emergency declared by the Governor. This is general guidance; terms and circumstances require further analysis on a case-by-case basis. If a member intends to participate electronically in a meeting, they should consult agency management and legal counsel to confirm compliance. Options may be further limited if the agenda deadline has passed and the agenda does not meet the minimum requirements for teleconference participation.

## STEP 1: Based on your circumstances and timing, identify the potential ways you can teleconference.

Why are you unable to join the meeting in person?	Has the agenda posting deadline passed?
"Physical [medical] emergency that prevents [you] from attending in person"	No -> Traditional or Emergency Yes -> Emergency
"Family medical emergency that prevents [you] from attending in person"	No -> Traditional or Emergency Yes -> Emergency
"A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires [you] to participate remotely."	No -> Traditional or Just Cause Yes -> Just Cause
"A contagious illness that prevents [you] from attending in person."	No -> Traditional or Just Cause Yes -> Just Cause
"A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by [the agency's ADA accommodations]."	No -> Traditional or Just Cause Yes -> Just Cause
"Travel while on official business of the legislative body or another state or local agency."	No -> Traditional or Just Cause Yes -> Just Cause
No specified reason, reason not covered by above options, or do not want to disclose	No -> Traditional Yes -> Teleconferencing not permitted

## STEP 2: Can you answer "yes" to every requirement in the relevant column? Only then can you use that teleconference option.

TRADITIONAL	EMERGENCY	JUST CAUSE
	You have NOT teleconference participated for <i>just cause or emergency circumstances</i> for: (a) if the body meets ≤1 times a month, 2 meetings this year; (b) if the body meets 2 times a month, 5 meetings this year; or (c) if the body meets 3≤ a month, 7 meetings this year	You have NOT teleconference participated for just cause for 2 meetings AND <i>just cause or emergency circumstances</i> for: (a) if the body meets ≤1 times a month, 2 meetings this year; (b) if the body meets 2 times a month, 5 meetings this year; or (c) if the body meets 3≤ a month, 7 meetings this year
A quorum of the body's members participate in-person from locations within the agency's jurisdiction.	A quorum of the body members participate in-person from a single location (1) identified on the agenda, (2) open to the public, and (3) within the jurisdiction.	A quorum of the body members participate in-person from a single location (1) identified on the agenda, (2) open to the public, and (3) within the jurisdiction.
You notified the body of your need to join via teleconference in time for agenda posting.	You notified the body as soon as possible of your need to join via teleconference for emergency circumstances.	You notified the body as soon as possible of your need to join via teleconference for just cause.
	You made a request to join via teleconference for this specific meeting; separate requests for each meeting are required.	
	You provided the body a general description, meaning no more than 20 words, of the qualifying emergency circumstances.	You provided the body a general description, meaning no more than 20 words, of the qualifying just cause circumstances.
You participate through at least audio technology.	You participate through both audio <i>and</i> visual technology.	You participate through both audio <i>and</i> visual technology.
The public is provided an opportunity to observe <i>and</i> address the body from your location.	The public is provided an opportunity to observe <i>and</i> address the body either via (1) two-way audiovisual platform, e.g. Zoom, or (2) a phone <i>and</i> live webcast.	The public is provided an opportunity to observe <i>and</i> address the body either via (1) two-way audiovisual platform, e.g. Zoom, or (2) a phone <i>and</i> live webcast.
The agenda lists the address you are teleconferencing from.	The agenda includes information on how the public can remotely observe <i>and</i> address the body.	The agenda includes information on how the public can remotely observe <i>and</i> address the body.
The agenda is posted at the remote location.		
The agenda provides an opportunity for public comment at times typically required, including remotely, and comments are not required to be submitted in advance.	The agenda provides an opportunity for public comment at times typically required, including remotely, and comments are not required to be submitted in advance.	The agenda provides an opportunity for public comment at times typically required, including remotely, and comments are not required to be submitted in advance.
All votes are taken via rollcall.	All votes are taken via rollcall.	All votes are taken via rollcall.
	"[A]t the meeting before any action is taken," you disclose any individuals over 18 in the room and their relationship to you.	"[A]t the meeting before any action is taken," you disclose any individuals over 18 in the room and their relationship to you.
	At the beginning of the meeting, the body "take[s] action to approve the request."	
The body's meeting conduct protects the statutory and constitutional rights of the public (e.g., opportunity for public comment, accessible, no disruptions)	The body takes no action during a disturbance in the electronic access that prevents the public from observing or addressing the meeting.	The body takes no action during a disturbance in the electronic access that prevents the public from observing or addressing the meeting.