

## STAFF REPORT

AGENDA ITEM: V. A. (1) – Bagley-Keene Open Meeting Act

STAFF: Deputy Director, Daphne Greene

**Discussion:** In an effort to improve its meeting process in conformance with the Bagley-Keene Open Meeting Act, the Commission will discuss and may make a decision about revising the agenda format to provide notice, opportunity for public comment and the opportunity for the Commission to act on all reports and discussion items.

**Issue/Background:** During a previous Commission meeting, concern was expressed that the Agenda for the meeting did not describe, in specific detail, information that was subsequently presented at the meeting and, as a consequence, the Commission could take no action. It was suggested that in order to provide the Commission with a clear process that would allow for action to be taken, the agenda should include topics with specificity of information, thus giving the public more definitive notice.

**Options:** The following options are suggested:

- 1) a. Status Quo – Allows for public comment on all reports and business items.  
b. No action may be taken on reports; Commission must request item be taken up at next meeting.
- 2) Allows for public comment and Commission action on all reports and business items. Under this option, the Commission must identify what routine items they wish to have information provided upon and this information must be included in the agenda; there must be specificity of information to be presented and included in the agenda to allow the public more definitive notice.

**Proposal:** To be determined by the Commission.

## STAFF REPORT

AGENDA ITEM: V. A. (2) – Bagley-Keene Open Meeting Act

STAFF: Deputy Director, Daphne Greene

**Discussion:** As further effort to improve its meeting process, the Commission will discuss and may make a decision about the time allotted for individuals and organizations to make public comment.

**Issue/Background:** An individual member of the public has requested equal amount of time for public comment as that afforded organizations. Additionally, there was a request for definition of organization.

Generally speaking, an organization is officially organized and consists of members who have authorized through a Board of Directors or other member elected body an individual to represent the organization at the meeting and present the official views of the organization.

An individual, in contrast, speaks only for him or herself and is not officially authorized to speak for the organization, although that person may also be a member of one or more organizations.

The Bagley-Keene Open Meeting Law does not define time limits; the Commission may define/establish these limits.

**Options:** The following options are suggested:

- 1) Retain the 2-minute time limit for individuals and 4-minute time limit for organizations, as defined above.
- 2) Allow the same time limit for individuals and organizations.
- 3) Re-set the time limit for individuals and organizations while retaining a distinction between the groups.

**Proposal:** To be determined by the Commission.