

**Attachment "A"**

**District Advisory Council (DAC) Election Guidelines Checklist For  
(Insert School Name):**

The school site election for the representative and alternate to the **District Advisory Council (DAC)** was correctly constituted, and was formed in accordance with all applicable State and Federal laws/rules/regulations and District Board Policy/Administrative Regulations.

**Please Check Those That Apply For DAC:**

- Notice of the opportunity to serve on the District Advisory Council was made to all parents/guardians/community members at the school.
  
- Notice was made to all parents/guardians/community members by utilizing:
  - SchoolMessenger
  - Flyer sent home with students
  - Mailed Notice to all parents/guardians/community members
  - Notice posted in office window/bulletin board and in a location viewable before, during and after school hours
  - Notice posted on school marquee
  - Other: Please describe \_\_\_\_\_
  
- Nominations were accepted and a list of candidates was prepared.
  
- An annual election for the District Advisory Council Representative and an alternate to vote if the representative is absent was held at the school site with an opportunity for write-in candidates.
  
- The District Advisory Council Representative and alternate were elected by a vote of the parent/guardians of pupils at the school
  
- The annual District Advisory Council Representative and alternate election was held on:  
Date: \_\_\_\_\_
  
- The DAC Elected Representative is: \_\_\_\_\_
  
- The DAC Elected Alternate is: \_\_\_\_\_
  
- Records of the District Advisory Council election, including ballots, minutes and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for five years in case of a federal audit.

**Legal References for District Advisory Council:**

California Education Code, section 54425 (a)

Code of Federal Regulations (Education Department General Administrative Regulations) Section 75.731

**How long should schools keep records, including election information and ballots?**

According to US Department of Education's "Education Department General and Administrative Regulations," the legal requirement for maintaining records is three years; however, the recommendation of five years is due to the audit process, which can request five years of records.

Each school shall annually submit to the District Language Development and Instruction Services and Support Department, a copy of the parent notification flyer of the DAC election, DAC Election Guidelines Checklist, sample ballot and or minutes signed by the principal and SSC Chairperson verifying DAC election and results. The election documents shall be submitted to (LAD) within 14 days of the school election and will be shared with the DAC/DELAC Executive Board within 10 days.

**Attachment "B"**

**English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) Election Guidelines Checklist For** (Insert School Name):

The school site English Learner Advisory Committee (ELAC) is correctly constituted, and was formed in accordance with all applicable State and Federal laws/rules/regulations and District Board Policy/Administrative Regulations.

The total number of ELAC Representatives at the site is \_\_\_\_\_.

The number of ELAC Representatives who are parents/guardians of English Language Learners is \_\_\_\_\_.

The number of students who are English Language Learners at the school site is \_\_\_\_\_.

The percentage of students who are English Language Learners at the school site is \_\_\_\_\_%.

The percentage of parents/guardians who are ELAC Representatives and who are also the parents/guardians of English Language Learner students at the school site is \_\_\_\_\_%.

**Composition Legal Requirements:** The percentage of parents of English learners on the ELAC committee must be at least the same as that of English learners student population at the school.

**Please Check Those That Apply For ELAC:**

- Notice of the opportunity to serve on the site ELAC was made to all parents/guardians/community members at the school site and especially to parents whose children are identified as English Learners.
- Notice was made to all parents/guardians/community members by utilizing:
  - SchoolMessenger
  - Flyer sent home with students
  - Mailed Notice to all parents/guardians/community members
  - Notice posted in office window/bulletin board and in a location viewable before, during and after school hours
  - Notice posted on school marquee
  - Other: Please describe \_\_\_\_\_
- Nominations were accepted and a list of candidates was prepared.
- An annual election for the ELAC Representatives was held at the school site with an opportunity for write-in candidates.
- All parents/guardians of English Language Learners were notified of the election and provided an opportunity to vote in the ELAC Election.

- Notice was made to all parents/guardians of English Language Learners of the election and opportunity to vote by utilizing:
- Notice was made to all parents/guardians/community members by utilizing:
  - SchoolMessenger
  - Flyer sent home with students
  - Mailed Notice to all parents/guardians/community members
  - Notice posted in office window/bulletin board and in a location viewable before, during and after school hours
  - Notice posted on school marquee
  - Other: Please describe \_\_\_\_\_
- The ELAC election was done by paper ballot voting by parents/guardians of English Language Learners
- The ELAC election was done by voice vote by parents/guardians of English Language Learners
- Attach copy of ELAC minutes showing date/time/location of voice vote election for ELAC members and the results).
- The annual ELAC election was held on:      Date: \_\_\_\_\_
- Records of the ELAC election are being maintained at the school site.

Records of the ELAC election, including ballots, minutes and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for a total of five years in case of a federal audit.

**Please Check Those That Apply For District English Learner Advisory Committee (DELAC):**

- Notice of the opportunity to serve on the DELAC was made to all parents/guardians/community members at the school site and especially to parents whose children are identified as English Language Learners.

Notice was made to all parents/guardians/community members by utilizing:

- SchoolMessenger
- Flyer sent home with students
- Mailed Notice to all parents/guardians/community members
- Notice posted in office window/bulletin board and in a location viewable before, during and after school hours
- Notice posted on school marquee
- Other: Please describe \_\_\_\_\_

- Nominations were accepted and a list of candidates was prepared.
- An annual election for the DELAC Representative and an alternate to vote if the representative is absent was held at the school site with an opportunity for write-in candidates.
- The DELAC Representative and alternate were elected by a vote of the elected ELAC Representatives at the school site
- The annual DELAC election was held on:   Date: \_\_\_\_\_
- The DELAC Elected Representative is: \_\_\_\_\_
- The DELAC Elected Alternate is: \_\_\_\_\_
- Is the DELAC Representative the parent or guardian of an English Language Learner?  
 Yes        No
- Is the DELAC Elected Alternate the parent or guardian of an English Language Learner?  
 Yes        No
- Records of the DELAC election are being maintained at the school site.

Composition Legal Requirements: Parents or guardians of English learners not employed by the district must constitute a majority membership (51 percent or more) of the DELAC committee.

- Records of the DELAC election, including ballots, minutes and meeting agendas are all records that show compliance with the program requirements and MUST be kept per law, for a minimum of three years. It is recommended that records be kept for five years in case of a federal audit.

**Legal References for ELAC and DELAC:**

California Education Code, sections 35147(c), 52176(b), 62002.5, and 64001(a) California Code of Regulations, Title 5, Section 11308 (b) and (d) 20 United States Code Section 6312(g) (4) Code of Federal Regulations (Education Department General Administrative Regulations) Section 75.731

**How long should schools keep records, including election information and ballots?**

According to US Department of Education's "Education Department General and Administrative Regulations," the legal requirement for maintaining records is three years; however, the recommendation of five years is due to the audit process, which can request five years of records.

Each school shall annually submit to the District Language Acquisition and Development Department (LAD), a copy of the parent notification flyer of the ELAC election, ELAC/DELAC Election Guidelines Checklist, sample ballot and or minutes signed by the principal and ELAC Chairperson verifying ELAC/DELAC elections and results. The election documents shall be submitted to (LAD) within 14 days of the school election and will be shared with the DAC/DELAC Executive Board within 10 days.



## Attachment "C"

### ROBERT'S RULES OF ORDER HOW TO CONDUCT A MEETING (Parliamentary Procedure)

Parliamentary Law is a system of rules designed to help you conduct a meeting in an orderly and democratic manner. The next few pages will discuss some of the most used facts of parliamentary law so that you may increase your effective as a SSC or ELAC member.

#### BASIC PRINCIPLES OF PARLIAMENTARY LAW:

- **Equality-** every member has an equal right to participate, speak, debate, and introduce business.
  - **Free and full debate-** unlimited debate is a right that is restricted only if it is judged to be off the subject or group democratically votes to do so.
  - **Rules by the majority without tyranny to the minority-** when a discussion is reached the majority wins but the minority enjoys all the rights and benefits.
  - **One question or proposal at a time-** one person speaks at a time and on one subject at the time.

#### BASIC DUTIES FOR THE CHAIRPERSON:

- Be a leader
- Begin and end the meetings on time
- Keep the meetings moving in proper order
- Allow everyone an equal opportunity to speak
- Keep order
- Be impartial and fair
- Get the floor before speaking
- Do not interrupt another speaker
- Do not get personal

#### MOTIONS:

A motion is a proposal that something be done. After it is requested by the Chairperson and seconded, it becomes the "question before the house" and now belongs to all the members.

#### STEPS IN A MOTION:

##### 1. Make a motion

- a) member addresses the Chairperson Mr./Madam Chairperson"
- b) Chairperson recognizes member "Mrs. Smith"
- c) Member states the motion "I move that...."

##### 2. Second

A motion is seconded because it is assumed that at least two (2) people or a "second" person should support an idea before time is spent discussing it. If a motion does not receive a second, it "dies" and there is no further action.

### 3. Discussion

This is the free and full debate of the proposal. The Chairperson should recognize the original maker of proposal to lead off the discussion. The Chairperson should attempt to keep the discussion balanced between those for, and those against, as much as possible.

### 4. Close Discussion

To close discussion requires the consent of members. In fact, 2/3 of the members must vote yes in order to close off the discussion - if the motion to close debate comes from the floor. However, there are other ways:

- a) The discussion has stopped and no one seems to want to gain the floor. In this case the Chairperson should ask if "is there any more discussion?" If not- the Chairperson can close the debate.
- b) The discussion has been in progress for several minutes and the discussion in not progressing. The Chairperson may ask "are you ready to vote?" If the Chairperson receives a "yes" answer, then the discussion may be closed.

### 5. VOTE

Voting may be conducted in several ways. Here are some suggestions:

- a) **Voice vote** - If the proposal is not controversial or is routine, the Chairperson may ask for a voice vote.
- b) **Show of hands** - If the proposal is important or controversial, the Chairperson should ask for a raise of the hands and count each hand.
- c) **Paper ballot** - Normally used in electing officers.

### 6. ANNOUNCE AND RECORD

Immediately after the vote, the Chairperson should announce the results and the secretary should record those results.

### 7. SUBSIDIARY MOTIONS

These are motions that are used in the course of discussing main motion in orders to affect the main motion being discussed. These motions follow the same steps as a main motion. These are the main subsidiary motions most often used:

- a) **Amend**- This is used to change some part of the main motion. An amendment that changes the basis purpose of the proposal is out of order.
- b) **Table** - Postpones or puts aside temporarily the discussion of a proposal.
- c) **Refer to a Committee** - Give the proposal to a committee (any number of members) to find out more information, further study, re-wording, etc.

**8. LIMIT OR EXTEND DEBATE:**

There may be a time when it will be necessary to either limit the discussion time or to extend the time. This requires a motion from the membership. Because it affects the principles of free and open debate it requires a 2/3 vote in order to pass.

**9. PRIVILEGED MOTIONS:**

These motions are called privileged motions because they have priority over all other motions. A member, when introducing privileged motions may, for example, interrupt another speaker. The Chairperson must immediately put the motion before the meeting. These are three most commonly used privileged motions:

- a) **Personal Privilege** - This has to do with the rights, well-being, or comfort of one member (the maker of the motion). *Examples are: "Mr. /Madam Chairperson, I can't hear the opinion," or "Mr. /Madam Chairperson- the speaker is getting personal," or an emergency matter.*
- b) **Recess** - Means exactly what it says, i.e.; take a break in the proceedings. When the recess is over the meeting continues from where it left off.
- c) **Adjourn** - That motion concludes all business. When the group meets again, it will start with a new agenda.

**Note:** The motion to adjourn can come at any time during a meeting and must be considered.

**TABLE OF MOST USED MOTIONS**

MOTIONS	NEEDS SECOND	DEBATABLE	AMENDABLE	VOTE
<b>MAIN</b>				
General Main Motions	YES	YES	YES	<i>Majority</i>
<b>SUBSIDIARY MOTIONS</b>	YES	YES	YES <i>Once</i>	
Amend				<i>Majority</i>
Table	YES	NO	NO	<i>Majority</i>
Refer to Committee	YES	YES	YES	<i>Majority</i>
Limit or Extend Debate	YES	NO	YES (Time)	<i>2/3</i>
Vote Immediately	YES	NO	NO	<i>2/3</i>
<b>PRIVILEGED</b>				
Personal Privilege	NO	NO	NO	<i>Chair</i>
Recess	YES	NO	YES (Time)	<i>Majority</i>
Adjourn	YES	NO	NO	<i>Majority</i>

These have been the main aspects of parliamentary law and the basic principles and techniques of conducting a meeting. As you gain experience, you will gain confidence in this true exercise of democracy.



**Simplified Parliamentary Procedure**  
**Conducting a Meeting:**

1. Call to Order (by the president)
2. Approval of Minutes
3. Presidents' Report (if necessary)
4. Treasurers' Report (if necessary)
5. Committee Reports
  - Permanent Committees
  - Special Committees or a specific topic
6. Pending Business
7. New Business
8. Meeting Adjournment



**Essential Steps in Making Motions:**

1. Making a Motion (from any member of the meeting with prior acknowledgement of the president)
2. Seconding the motion (by any member in the meeting)
3. Stating the motion (immediately by the president after the motion is approved and seconded.)
4. Discussion of the motion (except when it is not debatable)
5. Vote on the motion
6. Announcing the results (by the president immediately after the vote)

<b>Most Common Motions (in order of precedence)</b>			
Motions	Is it debatable?	Can it be amended?	What vote is needed?
1. Adjourn meeting*	No	No	Majority
2. Call a recess *	No	No	Majority
3. Making a presentation	No	No	Majority
4. End debate/discussion	No	No	2/3
5. Postpone discussion-time specific	Yes	Yes	Majority
6. Refer matter to committee	Yes	Yes	Majority
7. Amend a motion	Yes	Yes	Majority
8. Postpone talks non-specific time	Yes	Yes	Majority
9. Motion of business items	Yes	Yes	Majority

\*The motion to adjourn the meeting is very important (i.e., **not debatable**, without possibility of being amended and requires immediate attention). It cannot be considered if the motion is made while another point is being discussed. It can be considered if it is made without a pending point of business. The motion to adjourn the meeting is handled like any other main motion. The same rule applies for an immediate recess—except that the motion to immediately recess even though it is not up for discussion; it is possible to amend with respect to the length of the recess.

**Effective Meeting Practices:**

- Organize a meeting only if it is necessary and a clear meeting goal has been established.
- Announce the meeting using a bulletin/meeting notices.
- Make available paper, pencils, notebooks, etc.
- If possible, distribute the agenda 1 or 2 days prior to the meeting and if appropriate, obtain other subjects or points that should be included in the agenda.
- If there is any emergency or other unexpected occurrence, contact members to inform them that the meeting is canceled (telephone calls are recommended).

**Conducting an Effective Meeting:**

- Have a prepared agenda and adhere to it.
- Each agenda item should be assigned a time limit for the presentation and/or the discussion.
- Designate someone to monitor the time so that the established schedule is followed.
- Table those agenda items that were not resolved or any items that need more time to a future meeting.
- Place a time limit on the meeting length.

**Responsibilities of governing board/officers:**

- Begin meeting promptly at scheduled time.
  - Everyone is expected to be on time and can only be excused from the meeting based on a valid reason (i.e., illness).
  - Keep the group focused on the topic being discussed.
  - Provide the attendees the minutes of each meeting.

**Responsibilities of Attendees:**

- Arrive on time.
  - Refrain from entering conversations that distracts the attention of others.
  - Stay focused on the agenda.
  - Refrain from being distracted by not reading, talking, or writing about matters that are not on the meeting agenda/topics under discussion.

**HOW TO MAKE A MOTION**

CHAIRPERSON	MEMBERS
"Is there a motion?"	"I move that..."
"Is there a second?"	"I second it."
"Is there any discussion?"	(Sometimes there is discussion sometimes there is no discussion.)
"It has been moved and seconded that..."	
"All those in favor, please say 'Aye'."	"Aye."
"All those opposed, please say 'Nay'."	"Nay"
"Motion carried." Or "Motion denied."	

**Schools Needs Assessment Survey for \_\_\_\_\_ Elementary**  
**PLEASE RETURN SURVEY TO YOUR SCHOOL BY \_\_\_\_\_ (School year)**

Please answer each of the following questions. This survey will help us better serve the needs of our English Learners students and their parents.

1. What is your preferred method to receive school information/communication?

a) Flyers sent home b) Text Messag	c) Automated Phone calls d) Email
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2. My child is receiving adequate support in acquiring English in academic areas such as Reading, Writing and Mathematics.

a) Strongly agree b) Agree c) Disagree	d) Strongly disagree e) Don't Know
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3. Have you volunteered at your child's school?       Yes    No   If not why? \_\_\_\_\_

4. I am informed of opportunities to volunteer.       Yes    No

5. I have attended an English Learner Advisory Committee (ELAC) meeting.

a) Once b) Twice times c) Three times	d) Four times or more e) Never If never, why? _____
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6. I was given the opportunity to choose an English Learner program appropriate for my child.  
 Yes    No    I Don't Know

7. I am being informed of my child's progress in acquiring English.

a) Strongly agree b) Agree c) Disagree	d) Strongly disagree e) Don't Know
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8. I feel that the English Language Learner program is working well for my child.

a) Strongly agree b) Agree c) Disagree	d) Strongly disagree e) Don't Know
--	---------------------------------------

9. Please write your top FOUR topics of interest for this year's ELAC meetings.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

10. Please indicate other needs or concerns.

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**CLOSED MEETINGS**

Closed meetings are the exception and permitted only if they meet defined purposes and follow special requirements (§§ 54953(a), 54954.5, 54962).

**EVEN AT CLOSED MEETINGS...**

Special public notice and agenda requirements apply (§§ 54954, 54954.2, 54954.5, 54957.7).

All actions taken and all votes in closed session must be publicly reported orally or in writing (§ 54957.1(b)), and copies of any contracts or settlements approved must be made available promptly (§ 54957.1(b),(c)).

**CLOSED MEETINGS MAY BE HELD FOR:**

**Personnel**

Only to discuss the appointment, employment, performance evaluation, discipline, complaints about or dismissal of a specific employee or potential employee (§ 54957). The employee may request a public meeting on any charges or complaints.

But closed sessions are NOT ALLOWED for discussing:

- general employment
- independent contractors not functioning as employees
- salaries
- the performance of any elected official, or member of the board
- the local agency's available funds
- funding priorities or budget

**Pending Litigation**

Only if open discussion "would prejudice the position of the agency in the litigation." The litigation must be named on the posted agenda or announced in open session unless doing so would jeopardize the board's ability to service process on an unserved party or conclude existing settlement negotiations to its advantage. (§4956.9)

To qualify, the agency must:

- be a party to pending litigation (§ 54956.9(a))
- or expect, based on certain specified facts, to be sued (§§ 54956.9(b)(1),(b)(2))
- or expect to file suit itself (§ 54956.9(c))

**Labor Negotiations**

Only to instruct the agency's identified negotiator on compensation issues (§ 54957.6). (Note: school districts are covered by the Rodda Act, Govt. Code §§ 3540-3549.3.)

**Property Negotiations**

Only to discuss, with an agency's identified bargaining agent, price or payment terms. The parcel, negotiators and the prospective seller or purchaser must be identified on the agenda. (§ 54956.8) Final price and payment terms must be disclosed when the actual lease or contract is discussed for approval. (§ 54957.1(a))

**Others**

License applications for people with criminal records (§54956.7); threats to public services or facilities; (§54957) insurance pooling (§54956.95).

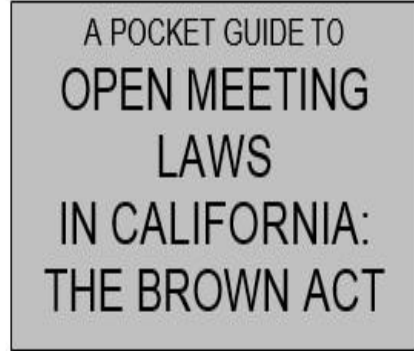
**WHAT TO DO IF:**

**A MEETING IS CLOSED THAT SHOULD BE OPEN**

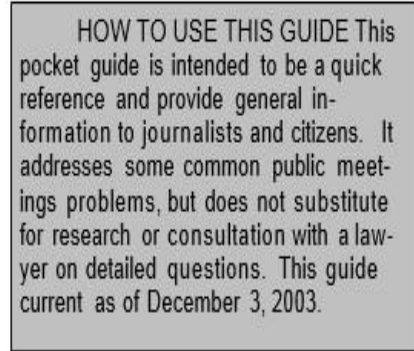
- Refuse to leave, and use this Guide to check the law, to protest, and to enforce all notice requirements.
- Leave only if ordered by law enforcement.
- Call your editor or lawyer at once.

**AN ILLEGAL CLOSED MEETING HAS BEEN HELD**

- Ask participants what happened, and get reports of actions taken and copies of contracts approved.
- Call FAP, SPJ or CFAC (phone numbers are on the cover of this Pocket Guide).
- Write a story or letter to the editor about it.
- Contact the District Attorney under § 4959, or take legal action under § 54960(a) against violations or a "gag rule" imposed on a body's members.
- A court may: (1) force the agency to make and preserve tapes of closed sessions (§ 54960(b)); (2) declare actions taken null and void (§ 54960.1(d)); (3) award costs and attorneys fees (§ 54960.5).



A SERVICE OF:  
THE FIRST AMENDMENT PROJECT  
SOCIETY OF PROFESSIONAL  
JOURNALISTS (Nor. Cal.)



**FOR MORE INFORMATION OR HELP:**

FIRST AMENDMENT PROJECT.....510/208-7744  
[www.thefirstamendment.org](http://www.thefirstamendment.org)

Society of Professional Journalists,  
NORTHERN CALIFORNIA CHAPTER.....415/338-7434  
[www.spj.org/norcal](http://www.spj.org/norcal)

California First Amendment Coalition.....916/974-8888  
[www.cfac.org](http://www.cfac.org)

Funding provided by the Sigma Delta Chi Foundation  
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## Brown Act

Govt. Code §§ 54950-54960.5

### THE BASICS

Meetings of public bodies must be "open and public," actions may not be secret, and action taken in violation of open meetings laws may be voided. (§§ 54953(a), 54953(c), 54960.1(d))

### WHO'S COVERED

- Local agencies, including counties, cities, school and special districts. (§ 54951)
- "Legislative bodies" of each agency, the agency's governing body, plus "covered boards," that is, any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary. (§ 54952(b))
- Any standing committee of a covered board, regardless of number of members. (§ 54952(b))
- Governing bodies of non-profit corporations formed by a public agency or which includes a member of a covered board and receives public money from that board. (§ 54952(c))

### WHO'S NOT COVERED

- Ad hoc advisory committees consisting of less than a quorum of the covered board (§54952(b))
- Most other non-profit corporations
- All other government agencies. State governmental agencies are covered by the Bagley-Keene Open Meeting Act. (Govt. Code §§ 11120-11132)

### WHAT'S COVERED

A "meeting" is any gathering of a majority of the members of a covered board to hear, discuss, or deliberate on matters within the agency's or board's jurisdiction. (§ 54952.2(a))

Note: No vote or action is required for the gathering to be a meeting, nor must the members meet face to face. (§ 54952.2)

### WHAT MUST HAPPEN

Under the Brown Act an agency must:

- post notice and an agenda for any regular meeting, (§§ 54954(a), 54954.2(a)); mail notice at least three days before regular meetings to those who request it, (§ 54954.1); post notice of continued meetings, (§54955.1); deliver notice of special meetings at least one day in advance to those who request it, (§ 54956); and deliver notice of emergency meetings at least one hour in advance to those who request it. (§§54956, 54956.5)
- notify the media of special or emergency meetings if requested, (§§ 54956, 54956.5); allow media to remain in meetings cleared due to public disturbance. (§54957.9)
- hold meetings in the jurisdiction of the agency except in limited circumstances, (§§ 54954(b)-(e)), and in places accessible to all, with no fee. (§ 54961(a))
- not require a "sign in" for anyone. (§54953.3)
- allow non-disruptive recording and broadcast of meetings, (§54953.5(a)), and let the public inspect any recording made by the agency of its open meetings. (§54953.5(b)) The agency may destroy recordings it made after 30 days. (§54954.3(b))
- allow the public to address the covered board at regular or committee meetings on any item in the agency's jurisdiction not addressed by the agency at an open earlier meeting. (§54954.3(a))
- conduct only public votes, with no secret ballots. (§54953(c))
- treat documents as public "without delay," if distributed to all or a majority of members of a board before or at the meeting, unless they are also exempt under the Public Records Act. (§54957.5)

#### Local Rules

Many local jurisdictions, including San Francisco, Contra Costa County, and Oakland, have adopted local "Sunshine" ordinances that grant greater access and openness. Check for local rules.

Other jurisdictions often have rules that violate the Brown Act. Challenge such rules or contact the agencies listed on this brochure.

### WHAT IF...

- a council member is on a board of a non-profit corporation—is the board covered?
  - YES, if the council both appointed him or her to the board, and funds the corporation. (§54952(b),(c)(1))
- an agency delegates authority to another entity—is the entity covered?
  - YES, if it was created by the agency's elected body. (§§ 54952(b),(c)(1))
- a council committee meeting has less than a quorum—is it required to meet openly?
  - YES, if it is a standing committee and has either a set meeting schedule or a continuing subject matter jurisdiction. (§ 54952(b))
- members use individual contacts to collectively decide an issue—is that a violation?
  - YES, information communicated to a quorum through a series of contacts, individual phone calls ("daisy chain"), or a third person ("spoke and wheel") to evade the public is a "meeting" (§ 54952.2(b); 63 Ops.Atty.Gen. 820 (1980); Stockton Newspapers v. Stockton Redevelopment Agy., 171 Cal.App.3d 95 (1985); Common Cause v. Stirling, 147 Cal.App.3d 518 (1983).
- agency members attend a conference called by someone else—is this covered?
  - NO, so long as they do not discuss specific business matters within their jurisdiction (§ 54952.2(c))
- a meeting is held by video/teleconference.
  - YES, if the public's rights are protected. (§54953(b))
  - Every video/teleconference location must be accessible to the public, and at least a quorum of the members must participate from locations within the body's jurisdiction. (§ 54953(b))