

Effective & Compliant Board Meetings

Kalia Mitchell

Key Points

- 1. Bagley–Keene (BK) and Brown Act (BA)**
- 2. Open Meeting Law Tips**
- 3. General Best Practices**

Bagley-Keene Meetings

- **Regular Monthly Meetings (10-day notice) (§ 11125)**
- **Special Meeting (48-hour notice) (§ 11125.4)**
- **Emergency Meeting (1-hour notice) (§ 11125.5)**
- **Committee Meetings**
 - Three (3) types

Brown Act Meetings

- **Regular Monthly Meetings (72-Hour notice) (§ 54954.2)**
- **Special Meeting (24-hour notice) (§ 54954.2)**
- **Emergency Meeting (1-hour notice) (§ 54956.5)**
- **Committee Meetings**

Open Meeting Laws Tips

- 1. Agenda Posting Requirements**
- 2. Agenda Verbiage**
- 3. Public Participation**
- 4. Committees and compliance**
- 5. Quorum**
- 6. Serial Communication**

Bagley-Keene Agenda Posting (10-Day)

<div>13</div> <div>Post Agenda</div>	<div>14</div> <div>Day 1</div>	<div>15</div> <div>Day 2</div>	<div>16</div> <div>Day 3</div>	<div>17</div> <div>Day 4</div>	<div>18</div> <div>Day 5</div>	<div>19</div> <div>Day 6</div>
<div>20</div> <div>Day 7</div>	<div>21</div> <div>Day 8</div>	<div>22</div> <div>Day 9</div>	<div>23</div> <div>Day 10</div>	<div>24</div> <div>Board Meeting Date</div>	<div>25</div>	<div>26</div>
<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div>	<div>31</div>		

Bagley-Keene Agenda Posting (10-Day)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Post Agenda Thursday Meeting	7 Post Agenda Friday Meeting	8 Post Agenda Sat Meeting	9	10	11	12
13	14	15	16	17 FAIR DAY Board Meeting	18 FAIR DAY Board Meeting	19 FAIR DAY Board Meeting

Brown Act Agenda Posting (72-Hour)

6	7	8	9	10	11	12
13	14 Post Agenda (1/2 day) 3:59 p.m.	15 Day 1 and 2	16 Day 2 and 3	17 Board Meeting (1/2 day) 4:00 p.m.	18	19
20	21	22	23	24	25	26

Counting for a 10-Day Notice



Programs



Fairs



Information



Meetings



Publications



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FAIRS & EXPOSITIONS BRANCH

Meeting Month: Meeting Date: Meeting Year:

Document Type:

Fair Name:

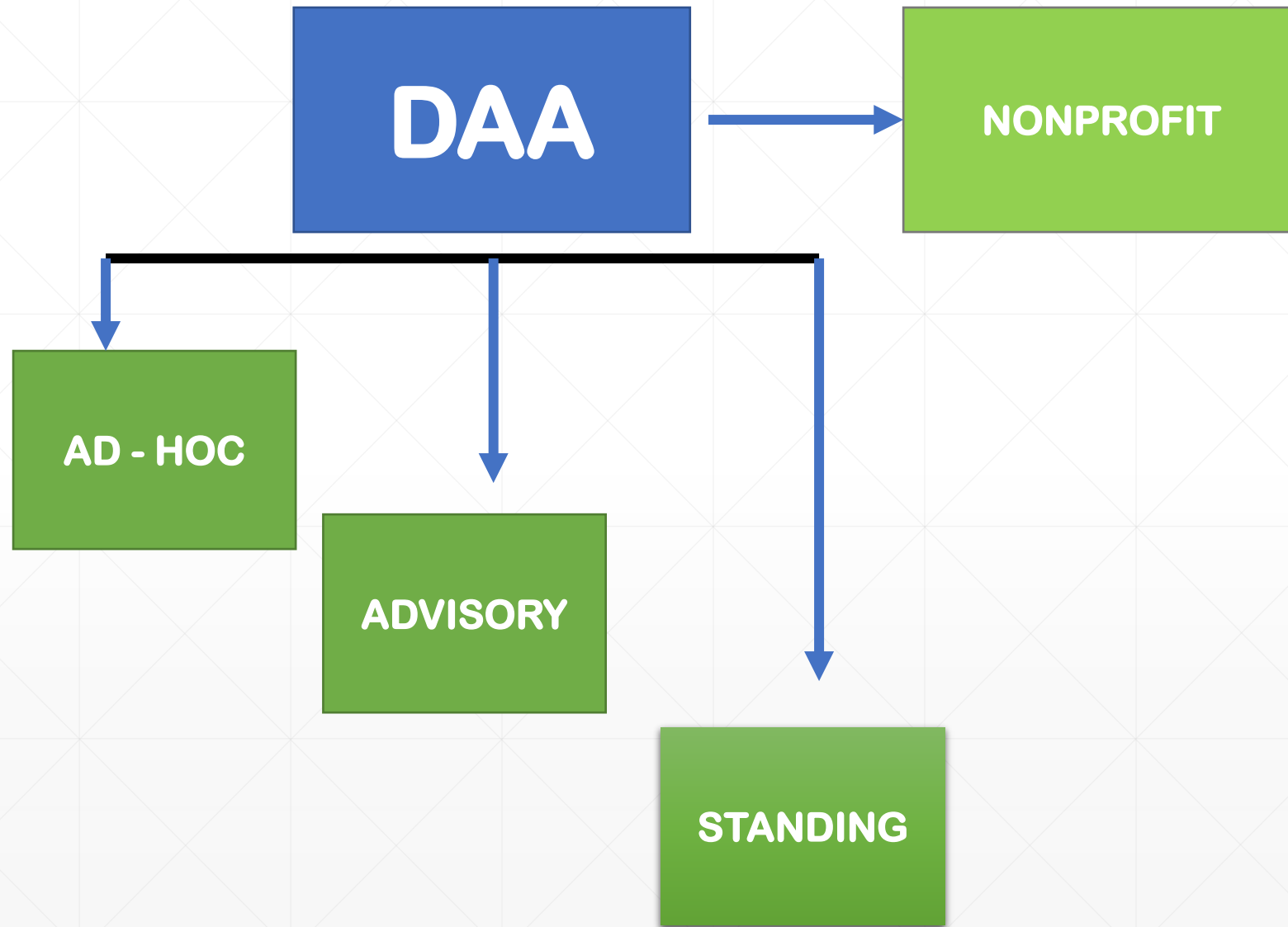
Password:

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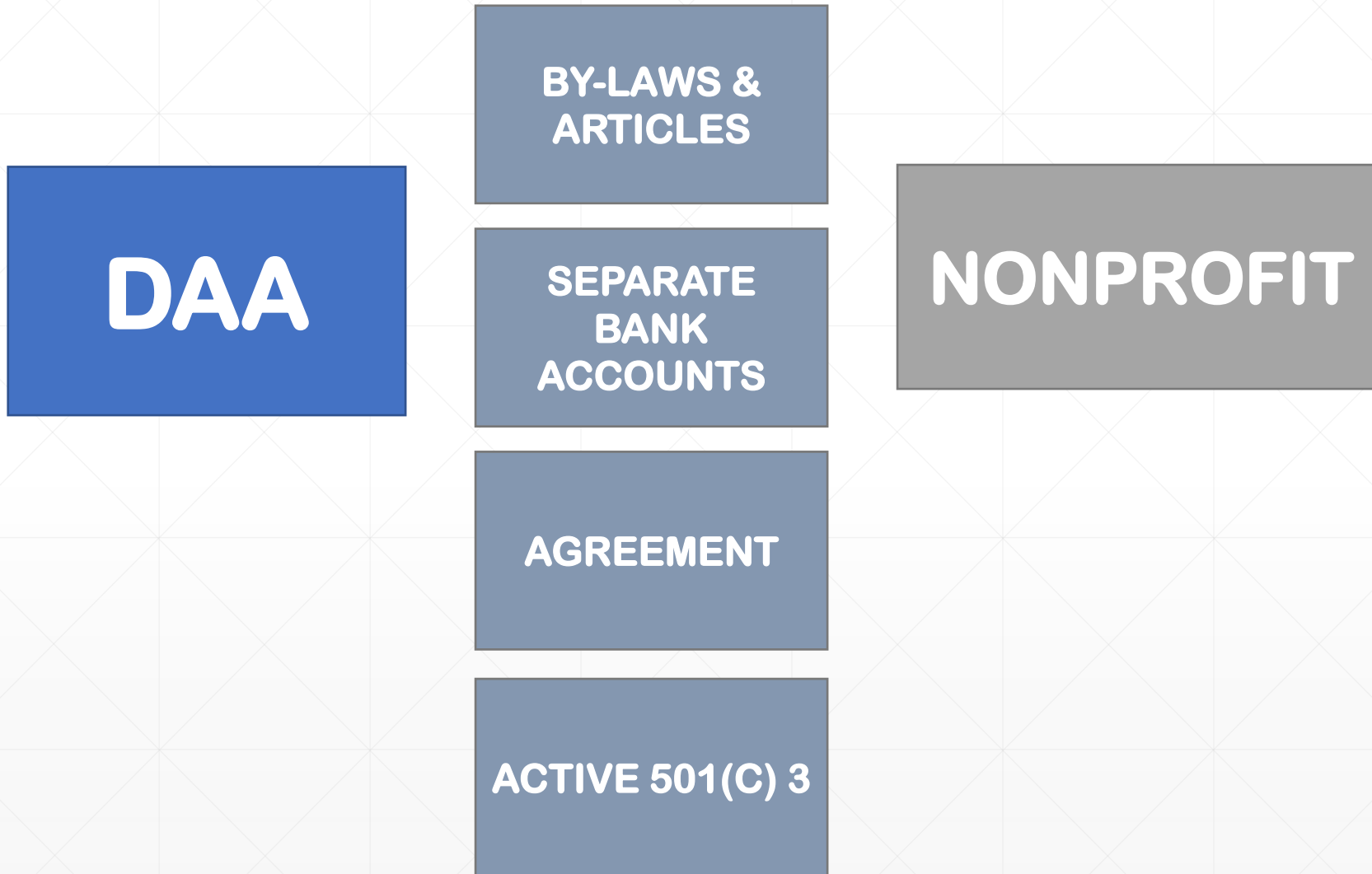
Public Participation



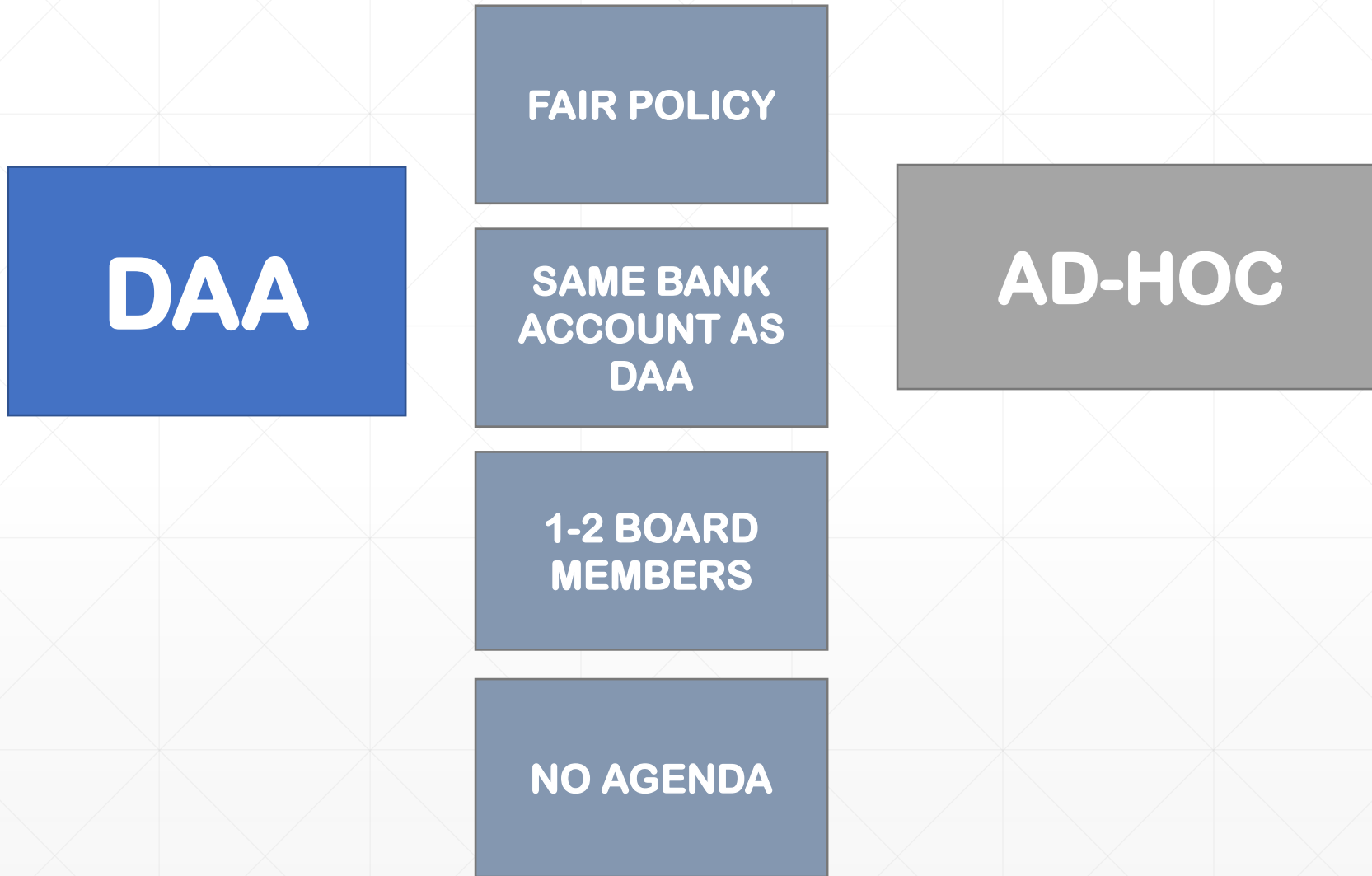
Committee Structures



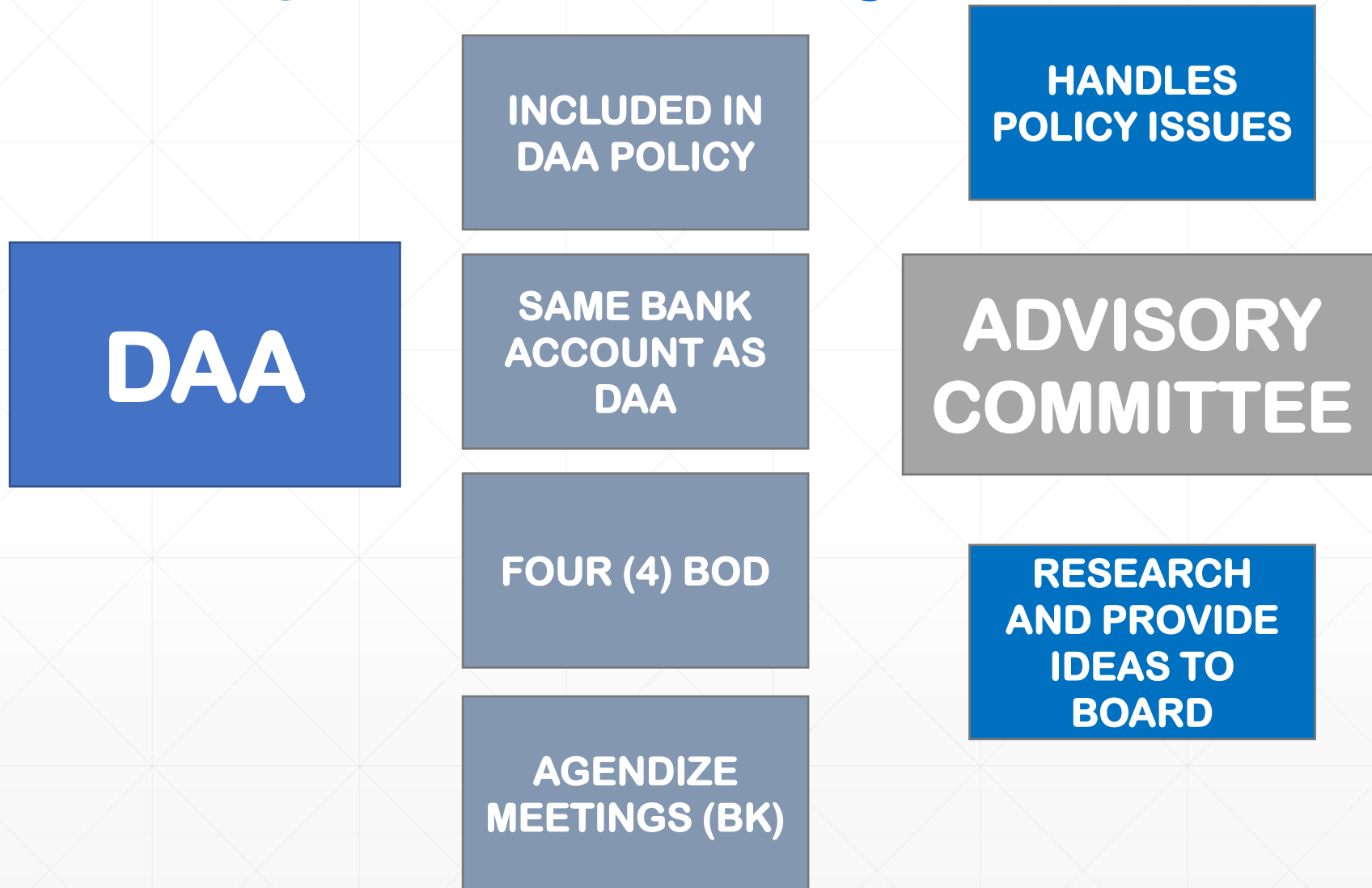
DAA and Nonprofit



Ad-Hoc Committee



Advisory Committee § 3964.5



Standing Committee



Bagley-Keene Quorum (§ 11122.5)

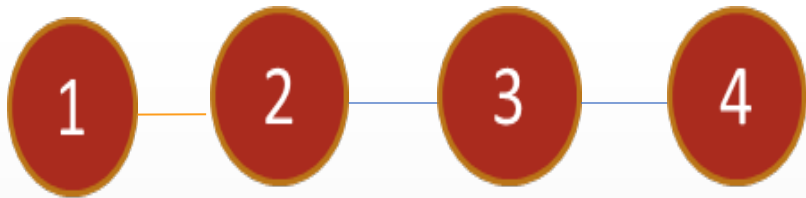
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Brown Act Quorum

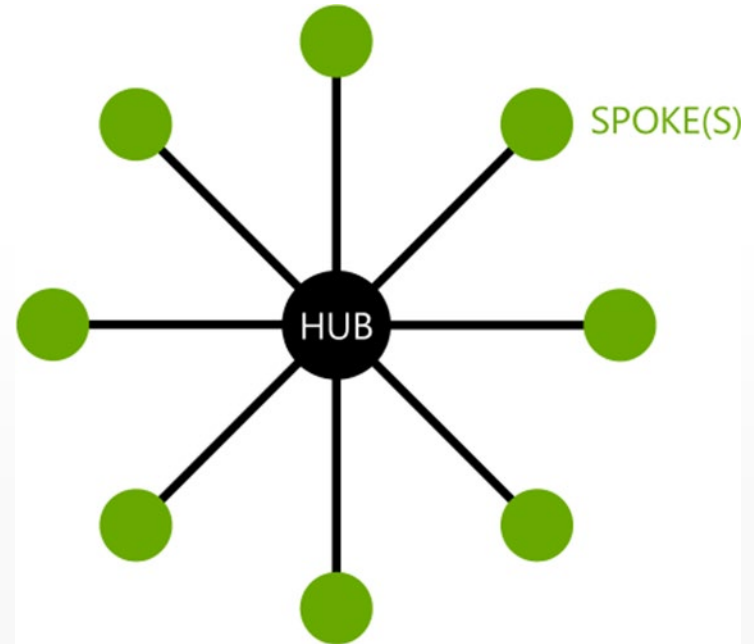
Majority

Serial Meetings

Serial Linear Communication



Serial Hub Communication



General Best Practices

1. Closed Session
2. Agenda's
3. Meeting Minutes
4. Financials
5. Board Packet
6. Recording Votes
7. Right to Record

Closed Session

Authorized Topics – Bagley-Keene & Brown Act



Personnel Matters (CEO) (§ 11126(a)) / 54957



Real Estate (§ 11126(c)) / 54956.8



Pending Litigation (§ 11126(e)) / 54956.9



Threat of Criminal or Terrorist (§ 11126(c)) / 54957

Agenda

STATE RULES ADVISORY COMMITTEE MEETING AGENDA

October 21, 2021 – 10:00 am

Zoom: <https://us06web.zoom.us/j/86124450713?pwd=ZU9wOGRRbXRDOWJHcjZHUKJrazZZdz09>

Toll Free Number: (669) 900-6833

Meeting ID: 861 2445 0713

Passcode: cdfaf&e21

All matters noticed on this agenda may be considered for action. Items listed on the agenda may be considered in any order at the discretion of the Board Chair. Any item not so noticed will not be considered or discussed.

A. **CALL TO ORDER:** Pat Conklin

B. **INTRODUCTION OF GUESTS**

C. **REPORT FROM CDFA'S F&E BRANCH:** Mike Francesconi

a. 2021/2022 Fairs and COVID-19

Minutes



Financials

Monthly Financials

1. Balance sheet
2. Income Statement
3. Profit and Loss Statement
4. Trial Balance
5. Accounts Payable
6. Accounts Receivable

If no financials are available – PROVIDE BANK STATEMENTS

Board Packet

- All communication
- Monthly Financials
- Prior months meeting minutes
- Contracts for review and approval
- Information/Presentations from the various Board Committees
- Financials from the affiliated nonprofits

Recording Votes

[illegible]

Recording



Recap

- 1. Compliance is Key**
- 2. Know What Open Meeting Laws You Follow**
- 3. Resources are available**

Resources

1. **Leginfo.com**
2. **F&E**
3. **CDFA Legal Office**
4. **ILG** – Institute for Local Government



QUESTIONS?

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