



Bagley-Keene Open Meeting Act





Meeting Definition

Any congregation of a majority of the members of a state body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the state body to which it pertains.



Quorum

- **Minimum number of members (usually majority) who must be present for a deliberative assembly to legally transact business**
- **A board cannot transact business (deliberate and vote) in the absence of a quorum**
 - **except to adjourn or to handle limited non-substantive matters**



Purposes for Which the Meeting May be Held

- To conduct the usual and customary business of the board
 - or the business of a committee, subcommittee or task force as directed by the board.
- The subject matter of any meeting is dictated by the authority of the board
 - found in the board's originating act or governing document



Board Authority- FAC 81001 (e)

- **The board shall advise the secretary and may make recommendations on all matters pertaining to this division, including, but not limited to, industrial hemp seed law and regulations, enforcement, annual budgets required to accomplish the purposes of this division, and the setting of an appropriate assessment rate necessary for the administration of this division.**



Teleconference Meetings

- Includes telephone conference calls, webinars, webcasts, skype
- every teleconference meeting location be identified in the notice and agenda and be open to the public.
 - members of the state body must attend the meeting at a public location
 - Members are not able to attend the meeting via teleconference from their offices, homes, or other convenient location *unless* those locations are identified in the notice and agenda, and the public is permitted to attend at those locations



Telephone Conferencing and Webinar Requirements

- Agendas shall be posted at all teleconference locations
- All printed materials for discussion must be available to participants and the public attending at remote sites
- Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding
- Each teleconference location shall be accessible to the public
- The agenda shall provide an opportunity for members of the public to address the state body directly at each teleconference location
- Each board or committee member location must be posted on the meeting notice



Questions