Number: **BP 020**

Authority: Board of Directors
Adopted: September 1, 2026
Revised:

BOARD POLICY

DISRUPTION OF REMOTE ACCESS TO PUBLIC MEETINGS POLICY

ARTICLE 1 PURPOSE

The purpose of this policy is to establish procedures for responding to disruption(s) of telephonic or internet services that provide two-way remote access for the public to attend and participate during open and public meetings of the Board of Directors of the Ironhouse Sanitary District ("District"). Pursuant to Government Code Section 54953.4, the District adopts this policy to ensure statutory compliance, transparency, and continuity of public participation and government operations during technological disruptions at the Board's public open meetings.

ARTICLE 2 POLICY

It is the policy of the Board of Directors of the District that all public meetings be open to public attendance and participation to the extent possible and as required by California law. To ensure that technological disruptions do not unnecessarily impede the public's access to public meetings, the District shall adhere to the procedures contained herein.

ARTICLE 3 DEFINITIONS

A. Remote Access Services: the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of public open meetings of Board Meetings.

B. Service Disruption: any failure, outage, or other interruption to the remote access services that prevents members of the public from attending, observing, or participating in a Board of Directors meeting through the remote access service.

C. Two-way audiovisual platform: an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service (e.g., Zoom video calls).

D. Two-way telephonic service: a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

ARTICLE 4 APPLICABILITY

This policy applies to all open and public meetings of the Board at which remote public participation is required per Government Code section 54953.4(b)(1)(A)(i)(I)(ia). Consistent with the Brown Act, this policy shall not apply to the following meetings:

A. Meetings held to attend a judicial or administrative proceeding to which the District is a party;

B. Meetings held to inspect real or personal property, provided that the topic of the meetings is limited to items directly related to said property;

C. Meetings held to meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the District and over which the federal or state officials have jurisdiction;

D. Meetings held to meet in or near a facility owned by the District, provided that the topic of the meeting is limited to items directly related to the facility; and

E. Meetings held to meet in an emergency situation pursuant to Government Code section 54956.5.

ARTICLE 5 REMOTE PUBLIC ACCESS GENERALLY

5.1 Providing Remote Public Access to Meetings

When remote public access is required under the Brown Act, the Board shall provide members of the public with an opportunity to attend and participate in the meeting using a two-way audiovisual platform or a two-way telephonic service, provided that adequate telephonic or internet service is operational at the meeting location.

If adequate telephonic or internet service is not operational at the meeting location, the Board shall not be required to provide remote access. If adequate telephonic or internet service is operational for only a portion of the meeting, the Board shall provide remote access during that portion of the meeting.

5.2 Utilizing Two-Way Audiovisual Platforms

If a two-way audiovisual platform is used, the District shall:

A. Publicly post and provide a call-in option as well; and

B. Activate any automatic captioning function that is available in the audiovisual platform.

5.3 Utilizing Two-Way Telephonic Platforms

If a two-way audiovisual platform is not provided, the District shall provide a two-way telephonic service for the meeting.

5.4 Public Participation

Members of the public participating remotely shall be provided the same opportunity to provide public comment as members of the public attending in person, including the same time allotment.

ARTICLE 6 DISRUPTION PROCEDURES

6.1 Response to Disruption of Remote Access Services

If Remote Access Services are disrupted during a public open meeting of the Board of Directors, then the following steps must take place:

A. The Board shall immediately announce the disruption to the public;

B. The Board must either adjourn the open session or recess from open session for at least one (1) hour to make a good faith effort to restore the Remote Access Services;

C. During recess, the Board may meet in closed session as permitted by Government Code section 54953.4;

D. If following recess of the meeting, Remote Access Services have not been restored within (1) hour, then the Board may reconvene the meeting if it adopts, by rollcall vote, a finding that it made good faith efforts to restore the Remote Access Services and that the public interest in continuing the meeting outweighs the public interest in remote public access.

6.2 Efforts to Restore Remote Access Services

The Board shall make good faith efforts to restore Remote Access Services, which may include:

A. Troubleshooting platform or teleconferencing software;

B. Resetting or replacing audiovisual equipment;

C. Attempting alternative connection methods;

D. Contacting necessary support staff or service providers; or

E. Switching to back-up equipment or platforms, if available.

6.3 Reconvening the Open Session

Open session may reconvene upon either: 1) restoration of Remote Access Services; or 2) if after one (1) hour has elapsed from the time of disruption and Remote Access Services have not been restored, the following finding, or a substantially similar finding, has been adopted by a roll call vote of the Board of Directors:

"The Board of Directors of the Ironhouse Sanitary District has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

6.4 Record Keeping

If Remote Access Services were disrupted, then the Secretary of the District shall make a record and enter into the meeting minutes the following:

A. The nature and time of the disruption;

B. How the Board complied with the procedures pursuant to Section 6.1;

C. The restoration efforts undertaken;

D. The time the meeting was reconvened (if applicable); and

E. The finding adopted pursuant to Section 6.3 (if applicable).