

**POLICY OF THE TEHAMA COUNTY BOARD OF SUPERVISORS
REGARDING DISRUPTION OF REMOTE ACCESS
DURING BOARD MEETINGS**

Purpose

The purpose of this policy is to establish the procedures required by Government Code Section 54953.4(b)(1) for addressing disruptions to remote access during meetings of the Board of Supervisors. This policy applies to any meeting of the Board of Supervisors at which public participation is made available through a two-way telephonic service or two-way audiovisual platform.

Definitions

“Board” means the Tehama County Board of Supervisors.

“Meeting” shall have the meaning stated in Government Code section 54952.2(a).

“Two-way audiovisual platform” shall have the meaning stated in Government Code section 54953.4(e)(3).

“Two-way telephonic service” shall have the meaning stated in Government Code section 54953.4(e)(3).

Monitoring Remote Access

The Clerk of the Board (“Clerk”) shall monitor the remote access system during Board meetings to ensure that the public is able to observe and participate in the meeting as required by law. Monitoring shall include maintaining at least one device that displays the live broadcast or remote meeting platform during the meeting so that the Clerk can verify that the remote access tools remain operational. The Clerk shall also periodically confirm that the audio, video, and public participation functions remain available to remote attendees.

Procedure Upon Disruption of Remote Access

If the Clerk determines that remote access to the meeting has been disrupted, the Clerk shall immediately notify the Chair of the Board. Upon receiving such notice, the Chair shall announce that remote access has been disrupted and shall pause the proceedings. During this pause, no discussion or action shall occur. The Chair may also allow a brief period to determine whether remote access can be quickly restored. If the disruption cannot be promptly resolved, the Chair shall announce that the open session of the meeting is in recess due to disruption of remote access.

During the recess, the County shall make good-faith efforts to restore telephonic or internet service for a period of not less than one hour. These efforts shall include reasonable troubleshooting steps appropriate to the technology in use, such as restarting the services or software used to facilitate

remote access, restarting the computers or devices used to access those services, attempting to connect to the remote access platform using alternate devices, verifying physical and network connections, reviewing the operational status of any service or platform used to provide remote access, resetting local network connections if necessary, and contacting the technical support providers or service vendors responsible for the systems involved. County Information Technology staff may also be consulted to assist in diagnosing and correcting the disruption.

During the recess required by the disruption of remote access, the Board may convene in closed session to address any closed-session matters that were properly agendized for that meeting.

Resumption of the Meeting Following Restoration of Remote Access

If telephonic or internet service is restored during the recess, the Clerk shall immediately reestablish remote access to the meeting. The Clerk shall then announce to remote attendees that service has been restored.

If the Board is in closed session at the time remote access is restored, the Clerk shall inform remote attendees that the Board remains in closed session and that open session will resume when the closed session has concluded. If the Board is not in closed session at the time service is restored, the meeting shall resume once a quorum of the Board is present in the meeting room.

If the Board convened in closed session during the disruption, any reportable action taken during closed session shall be announced as required by the Ralph M. Brown Act when the Board returns to open session.

Resumption of the Meeting if Remote Access Cannot Be Restored

If remote access cannot be restored after at least one hour of good-faith efforts, the Board may reconvene in open session without remote access. Before doing so, the Chair shall publicly announce that remote access could not be restored despite the County's good-faith efforts and shall describe the efforts undertaken to restore service in accordance with this policy.

The Chair shall then request that the Board consider making the findings required by Government Code Section 54953.4 to resume the meeting without remote access. Those findings shall be that (i) good-faith efforts were made to restore telephonic or internet service in accordance with this policy and (ii) that the public interest in continuing the meeting outweighs the public interest in providing remote public access.

A member of the Board may move to adopt these findings and to resume the meeting. The motion shall be decided by roll-call vote of the Board. If the motion is approved by a majority of the Board, the meeting may resume in open session in accordance with the posted agenda. If the motion is not made or does not receive the required majority vote, the open session of the meeting shall immediately adjourn.

If the Board met in closed session during the recess, any reportable actions taken during that closed session shall be announced as required by the Ralph M. Brown Act before the Board proceeds with open session agenda items.