

The Bagley-Keene Open Meeting Act: What You Need to Know



Purpose of the Open Meeting Rules

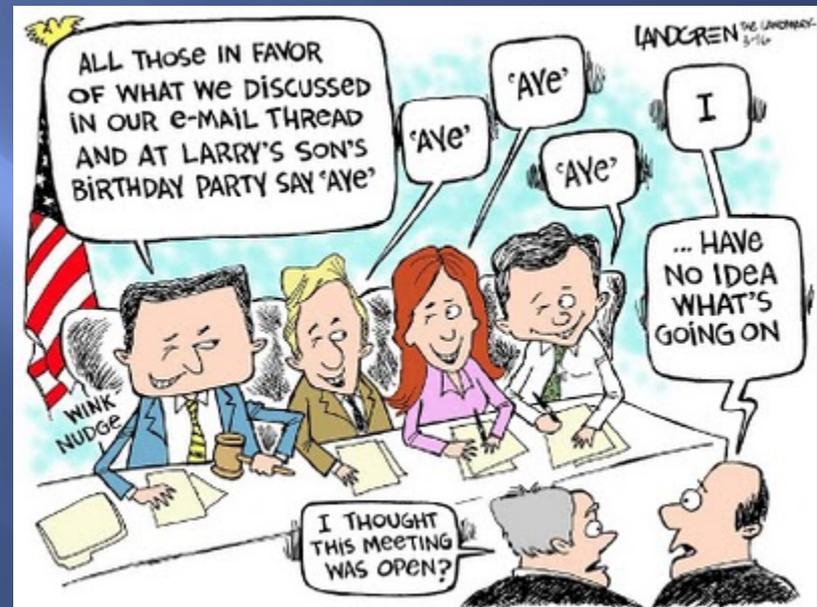
- **Every Interested Person Gets a Seat at the Table**
 - **Actions of state agencies must be taken openly.**
 - **Deliberation must be conducted openly.**

Covered State Bodies

- **Legislatively Created Bodies;**
- **Advisory Bodies Created by other Covered Bodies (3 or more members);**
- **Delegated Bodies such as Committees**
- **Governor's Commissions Created by Executive Order**
- **Representative Bodies (Member of another body sits in official capacity and activity is funded in whole or part by larger body).**

What Is a Meeting?

- A meeting occurs when a quorum of a body convenes, either serially or all together, in one place, to address issues under the body's jurisdiction.
 - A violation can occur whether or not action is taken;
 - No Playing Telephone;
 - Reply All is NOT your Friend;
 - Don't Speak to One Another Through an Intermediary;
 - No Informal Debates



Adequate Notice and Agenda

- 10 days prior to the meeting, bodies must prepare an agenda of all items to be discussed or acted upon at the meeting.
- The agenda items should be drafted to provide interested lay persons with enough information to allow them to decide whether to attend the meeting or to participate in that particular agenda item.

Public Participation

- **Public Opportunity to Speak**
- **No Conditions on Attendance**
 - **No Mandatory Sign-Ins**
 - **No Requirement the a Speaker Identify himself/herself or his/her Association or Client**
 - **Reasonable Security Permitted**



© Ron Leishman * www.ClipartOf.com/441132

Access to Records: Your Emails May Be Discoverable!

- Under the Act, the public is entitled to have access to the records of the body.
- In general, a record includes any form of writing used and maintained by the Body.
- When materials are provided to a majority of the body either before or during the meeting, they must also be made available to the public without delay, unless the confidentiality of such materials is otherwise protected.
- Member of the public may seek all public Records, and this could include your emails.

Question and Answer Period

- **Contact Information: Heather Baugh, Assistant General Counsel for the Natural Resources Agency**
- **(916) 653-5656**
- **Heather.baugh@resources.ca.gov**
- **http://ag.ca.gov/publications/bagleykene2004_ada.pdf (Attorney General's Handy Guide to Open Meeting Act)**