

## **Remote Meeting Attendance Policy**

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The Ralph M. Brown Act permits members of the curriculum committee to participate in meetings remotely<sup>1</sup> under certain “specified circumstances, including participating remotely for just cause.” This policy defines the circumstances under which committee members may request remote participation, and the process to make these requests. Unless further action is taken by the CA Legislature, this policy will sunset on January 1, 2030.

### *Just Cause*

“Just cause” means any of the following:

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires the member to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental disability not addressed by the section on Remote Participation via Accommodation.
- Travel while on official business of the Sequoias CCD.
- An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.
- A physical or family medical emergency that prevents a member from attending in person.
- Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.

### *Remote Participation Requests*

When possible, members requesting to participate in a meeting remotely should submit notification via email to the curriculum committee co-chairs by Friday afternoon the week prior to the requested curriculum committee meeting. This request will be added to the meeting agenda as the first action item and listed as Remote Attendance Request – Just Cause.” The member should provide a brief rationale for the request according to the above definitions. This general description should not disclose protected medical or disability information. A short, general rationale is appropriate.

In cases where advance notice of the request is not possible, the item above may be added to the agenda via majority vote. The member should request that the item be added to the agenda’s action items during the public comment period for items not on the agenda. In this

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<sup>1</sup> Any member may participate in meetings remotely provided that their location is publicly listed in the agenda and members of the public can access it to attend the meeting. This policy addresses requests to participate remotely without meeting these requirements. Participation is defined as joining in discussion, making motions, and voting on action items before the committee.

case a remote attendance request will require two votes – the vote to add an item to the agenda, followed by the vote on that item.

During the meeting, members participating remotely must have both audio and video available, and must disclose the presence of other individuals age-18 or over in the room and their relationship with those person/s. Members may use this policy to request remote participation for no more than two curriculum committee meetings in a calendar year.

*Remote Participation via Accommodation*

Nothing in this policy shall be construed to prohibit a committee member with a disability from participating in any meeting by remote participation as a reasonable accommodation pursuant to any applicable law. Committee members requesting remote attendance as an accommodation should contact the Dean of Human Resources. Once a request for accommodation is granted via the HR process, committee members participating remotely due to an accommodation are required to adhere to the following:

- (A) The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.
- (B) The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.

Members participating remotely as an accommodation shall be counted as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location.