

## **Remote Meeting Attendance Policy**

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Modifications to the Ralph M. Brown Act ([AB2449](#)) now permit members of the curriculum committee to participate in meetings remotely<sup>1</sup> under certain “specified circumstances, including participating remotely for just cause or due to emergency circumstances.” 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, 2026.

### *Emergency Circumstances*

A physical or family medical emergency that prevents a member from attending in person.

### *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.
- Travel while on official business of the Sequoias CCD.

### *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 – Emergency Circumstances” or “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, one of the two items 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 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

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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.

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.