



## Guidance for Brown Act Meetings and Shared Governance

In March 2020, Governor Newsom issued two executive orders temporarily suspending provisions in the Brown Act, which enabled Brown Act bodies to conduct business in an online format. These executive orders [expire on September 30, 2021](#). The following email is broken into two sections--Brown Act Bodies and Shared Governance Committees--and includes the expectations and considerations with regard to meeting format and participation.

### **Brown Act Bodies**

**Effective Friday, October 1, 2021, the following bodies are required to conduct in-person meetings with the voting board:**

- **Board of Trustees**
- **Cerritos College Foundation**
- **Faculty Senate**
- **ASCC**

Voting members **may not** participate in meetings remotely (e.g. via Zoom) unless they follow existing Brown Act procedures for teleconferencing, as follows:

- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number;
- Agendas must be posted at each teleconference location, even if a hotel room or a residence;
- Each teleconference location must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate;
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location; and
- All votes must be by roll call.

Please also consider the following when resuming your in-person meetings:

- Individuals must maintain 6 ft distance in accordance with our Return to Campus plan.
- The Board Room is not available for use.
- You will need to accommodate individuals who wish to make public comments in person at your meetings.
- You will need to make adequate space arrangements for the public to view your meetings in person. This might also be accomplished in a location adjacent to your meeting room location with a TV/speakers.
- To limit the number of persons attending an in-person meeting, consider continuing to allow alternate methods of public comment.
- Consider continuing the practice of broadcasting your meetings via Zoom so that members of the public can view without having to attend the meeting in person.
- Consider how you will accommodate guests who are giving presentations, and whether they need to be physically present or can present remotely.

### **Shared Governance Committees**

In accordance with our Return to Campus plan, all shared governance committees listed in the section below will continue to convene virtually, which includes the following committees listed in the [Shared Governance Booklet](#):

- Academic Excellence
- Access to Completion and Equity
- Accreditation
- College Committee on Art in Public Spaces
- College Coordinating Committee
- Curriculum
- Department Chairs
- Digital Learning
- Diversity and Equal Employment Opportunity Advisory Committee
- Employee Development
- Enrollment Management
- Facilities Planning
- Faculty Hiring Prioritization
- Faculty Professional Development
- Hiring Standards
- Information Technology Standards
- Instructional Program Review
- Outstanding Classified Employee Selection
- Planning and Budget
- Professional Relations
- Sabbatical Leave
- Safety
- Student Learning Outcomes
- Student Life
- Web Standards

These committees will continue to utilize Zoom to convene during the fall semester. Thank you for your continued hard work as we navigate the changes to our environment.