Top Ten Recommendations for Virtual Brown Act Meetings

1. **Be Patient**.
   Recognize the practical challenges we're all facing – have patience for directors, staff, consultants and the public who want and have a right to meaningfully participate.

2. **Evaluate Your Technology Options**.
   Consider what level of tech you want – telephone is still fine! (or use a meeting platform to administer the meeting but require everyone to call-in). This may also change over time. Survey your board members, check your internet, board capabilities, audience.

3. **Delegate Roles.**
   Assign one person to serve as meeting host/administrator that is not the chair, and not the secretary who's keeping roll and votes. This person can manage attendees, commenters, and the "mute" button.

4. **Provide Instructions**.
   Instructions about how to connect and comment should appear in the agenda and be orally announced.

5. **Use a Script**.
   A script will ensure you don't forget a step, and will also facilitate the minutes.

6. **Organize Public Comment**.
   Use your meeting controls and technology options to implement reasonable timing and manner restrictions so that the public has an opportunity to comment on each agenda item, and on non-agendized matters.

7. **Train and Practice**!
   Provide training for directors, staff, and consultants. Don't assume they've used the technology before. Dry-run the meeting with each board member and presenter and practice, practice, practice.

8. **Expect Delays**.
   Be ready for meetings to take longer than they might in person. Resolving connectivity issues, taking roll call votes, avoiding "talking over" each other, and organizing multiple public comments all take longer in a teleconference than in person.

9. **Plan Closed Sessions Carefully**.
   Consider how you will limit attendance, ensure no third party attendance, and report out. Ensure the public has an opportunity to comment before convening in closed session.

10. **Have a Back-up Plan**.
    What happens if the internet, the web platform, or electricity goes down?

Hanson Bridgett LLP
777 S. Figueroa Street, Suite 4200, Los Angeles, CA 90017 hansonbridgett.com