

**RESOLUTION 26-04**  
**RESOLUTION OF THE GOVERNING BOARD OF THE**  
**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) APPROVING A**  
**MEETING TELECONFERENCING POLICY IN COMPLIANCE WITH THE RALPH**  
**M. BROWN ACT**

**WHEREAS**, the Ralph M. Brown Act (“Brown Act”) establishes specific requirements for meetings of local agency legislative bodies related to noticing, public participation, debate, and transparency; and

**WHEREAS**, the Brown Act stipulates that members of a legislative body joining a public meeting via teleconference or electronic means must (a) post the notice and agenda for those meetings physically at all teleconference locations; (b) all teleconference locations must be included in the notice and agenda; (c) all teleconference locations must be accessible for public participation; and (d) a quorum of members of the legislative body must be physically located within the jurisdiction; and

**WHEREAS**, in light of the COVID-19 pandemic and the need to socially distance to limit its spread, AB 361 (Rivas) was passed to temporarily relax Brown Act requirements related to teleconferencing under a declared state of emergency as defined therein; and

**WHEREAS**, Governor Newsom ended the declared state of emergency as of February 28, 2023, which means that the relaxed teleconferencing requirements set forth in AB 361 are no longer available for meetings; and

**WHEREAS**, during the time it was in effect, the SGVCOG Board of Representatives and its committees met under AB 361’s provisions and the use of teleconferencing for public meetings of the SGVCOG provided more opportunities for public participation and greater flexibility for officials, and teleconferencing itself, has become a more common and widely-accepted means of communication across California and the United States of America since the COVID-19 pandemic began; and

**WHEREAS**, with AB 361 no longer available, the SGVCOG Board and its committees returned to in person meetings and allowed for Board Representatives and committee members to teleconference in accordance with the traditional Brown Act requirements beginning in March 2023; and

**WHEREAS**, AB 2449 (Rubio) was passed in 2022 to allow for relaxed teleconferencing requirements when a member of a legislative body cannot attend a meeting due to “just cause” or “emergency circumstances”; and

**WHEREAS**, SB 707 (Durazo) was passed in 2025 to make sweeping changes to teleconferencing provisions for local jurisdictions and make adjustments to the “just cause” and “emergency circumstances” provisions established under AB 2449 (Rubio); and

**WHEREAS**, the SGVCOG Board desires to establish a policy to permit Board Representatives and committee members to teleconference under traditional Brown Act requirements should they so desire and also to teleconference when they have just cause or there is a proclaimed emergency as defined in SB 707.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board does hereby rescind Resolution 23-04 and adopt the Updated Committee Meeting Teleconferencing Policy (Exhibit A).

**PASSED AND ADOPTED** by the Governing Board of the San Gabriel Valley Council of Governments, in the County of Los Angeles, State of California, 19th day of February 2026.

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

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Ed Reece, President

**Attest:**

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Council of Governments, do hereby certify that this resolution was adopted at a meeting of the Governing Board held on the 19<sup>th</sup> day of February by the following vote:

<b>AYES:</b>	Arcadia, Azusa, Bradbury, Claremont, Covina, Diamond Bar, El Monte, Glendora, Industry, La Canada Flintridge, La Puente, La Verne, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South El Monte, South Pasadena, Walnut, West Covina, LA County Supervisorial District #1, LA County Supervisorial District #5
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>NO VOTE RECORDED:</b>	
<b>ABSENT:</b>	Alhambra, Baldwin Park, Duarte, Irwindale, Montebello, San Marino, Temple City, SGV Water Districts

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Marisa Creter, Secretary

EXHIBIT A

**Updated San Gabriel Valley Council of Governments  
Meeting Teleconferencing Policy**

This Policy establishes the requirements for those Board Representatives and committee members (collectively referred to herein as “members”) who desire to teleconference into meetings under traditional Brown Act requirements or teleconference into meetings when there is “just cause” or an “emergency.”

**1. Traditional Brown Act Teleconferencing**

Members may teleconference into meetings provided they “opt-in” by filling out and submitting an opt-in form. The opt-in form will collect information including the member’s name, agency, teleconference location address, and the contact information of a staff member or assistant. The opt-in form will be made available to all current and future members. By filling out and submitting the opt-in form, teleconferencing members agree to abide by traditional Brown Act rules, including those related to agenda posting, location disclosure, and public access.

To help ensure that Brown Act teleconferencing requirements are met and violations of the Brown Act do not occur, the policy requires that, as much as possible, those members who submit an opt-in form consistently teleconference into meetings from the same location. It will be assumed that teleconferencing members who submit an opt-in form will be teleconferencing from the same location each meeting and because of this, those locations will be noticed in agendas and once noticed in the agendas, become subject to Brown Act requirements for posting and public accessibility. As such, teleconferencing members shall provide at least 7 business days of advance notice if they intend to not teleconference into a meeting or if their location changes or if an alternate will attend in their place. This advanced notice is required to ensure agendas accurately notice locations from which teleconferencing will be used.

For meetings where one or more members is participating by teleconference, all actions shall be taken by a roll call vote.

**2. Teleconferencing for Just Cause or Emergency Circumstances.**

This policy implements State law that allows members to attend meetings by way of teleconferencing in specific “just cause” or “emergency circumstances” as described in SB 707. In order for members to attend a meeting by way of teleconferencing under SB 707, the following requirements apply:

	Just Cause <sup>1</sup>	Emergency Circumstance
Members must participate via two-way audio	X	X
Members must participate via video (visual)	X	
Votes must be taken by roll call	X	X
The provision of law being used to allow teleconferencing must be identified	X	X
Members must identify adults present with them at their location, and the general nature of the member's relationship with any of those individuals	X	X
Remote public participation and live streaming of the meeting must be available	X	X
No action may be taken if remote public access fails	X	X
In person meeting location must be available; in person quorum must be achieved	X	
Members may only use this provision twice per year <sup>2</sup>	X	
Members must notify the Committee or Governing Board before or at the start of the meeting of their need to participate via teleconference <sup>3</sup>	X	
Governing Board must determine by a majority vote whether an emergency presents imminent risks to health or safety of attendees; emergency findings must be re-approved every 45 days	X	X
There must be a proclaimed state or local emergency in effect		X

<sup>1</sup> Just cause is defined as the following circumstances:

- (1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.
- (2) A contagious illness that prevents a member from attending in person.
- (3) A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953.
- (4) Travel while on official business of the legislative body or another state or local agency.
- (5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.
- (6) A physical or family medical emergency that prevents a member from attending in person.
- (7) 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.

<sup>2</sup> Members may use SB 707's "just cause" provision for no more than two meetings per year, if the legislative body regularly meets once per month or less. While staff will record a member's use of SB 707, the member is primarily responsible for keeping track during any applicable calendar year.

<sup>3</sup> If a member would like to teleconference under the emergency circumstances provision, they must provide a short description of the circumstances requiring them to join by way of teleconference. The description should be included in the minutes for that meeting.

If a member uses teleconferencing under the just cause of emergency circumstances provisions, they do not need to comply with the traditional noticing, posting, and public access requirements to participate in a Brown Act meeting.

If any of these requirements cannot be met, then the Board President or Committee Chair, in consultation with staff, shall refuse the request to participate remotely to avoid a Brown Act violation which might otherwise jeopardize the business conducted at the meeting.

This policy is not intended to encourage members to teleconference into meetings when members would otherwise not attend meetings because of more pressing personal or professional matters or due to illness. The Board recognizes that circumstances occur during the year which require the immediate attention of its members and will cause them to miss meeting.