

UAC Attendance Policy

1. Regular and Special UAC Meetings and Study Sessions – Attendance Required

- a. Commission Members, and the Staff Liaison, along with any other City staff that have been requested to be physically present, shall take their regular stations in the Council chamber at 6:00 p.m. on the first Wednesday of each month, except during the established Commission vacation. The Chair or other presiding officer will ensure that during each regular or special meeting there will be one 10-minute break.
- b. The Commission expects its members to attend regularly and notify the Commission Clerk of any planned absences.

2. Remote Attendance of Commissioners at UAC Meetings – General Guidelines and Requirements

- a. The remote attendance provisions in this UAC Attendance Policy shall apply to Commission Members unless there exists a proclaimed state of emergency which results in alternative teleconferencing requirements under the Brown Act, in which case only the provisions of the Brown Act shall govern remote attendance.
- b. Commission Members are strongly encouraged to attend commission meetings in person.
- c. Commission Members are permitted to attend Commission meetings remotely up to four times per calendar year. A Commission Member who has already attended two meetings remotely *under section 4* in one calendar year may not attend another remotely under section 4.
- d. At least a quorum of the Commission must participate from a singular physical location within the City.
- e. At any meeting where any Commission Member is appearing remotely, the Commission Clerk shall ensure the agenda will identify and include an opportunity for the public to attend and directly address the UAC through a call-in option, an internet-based service option, and in-person at the location of the meeting.
- f. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action shall be taken on agenda items until the issue is resolved.
- g. If the threshold requirements in section 2(c), (d) and (e) of this Policy are met, a Commission Member may attend a Commission meeting remotely under section 3 (standard remote attendance) or section 4 (“just cause” and “emergency circumstances” remote attendance). The requirements of section 3 shall only apply to standard remote attendance. The requirements of section 4 shall only apply to “just cause” and “emergency circumstances” remote attendance, as applicable.

3. Standard Remote Attendance Requirements

- a. A Commission Member who will be attending remotely under this section must ensure that:
 - i. The UAC meeting agenda identifies the remote location and is posted at that location in an area that is accessible and visible 24 hours a day for at least 72 hours prior to the meeting.
 - ii. The remote location is open and fully accessible to the public, and fully accessible under the Americans with Disabilities Act, throughout the entire meeting.
 - iii. The remote technology used must be open and fully accessible to all members of the public, including those with disabilities.
 - iv. The accessibility requirements in subsections (i) – (iii), above, apply to private residences, hotel rooms, and similar facilities, all of which must remain fully open and accessible throughout the meeting, without requiring identification or registration.
 - v. Members of the public who attend the meeting at the remote location must have the same opportunity to address the Commission from the remote location that they would if they were present in Council Chambers.
 - vi. The remote location must not require an admission fee or any payment for attendance.
 - vii. If the meeting will include a closed session, the Commission Member must also ensure that there is a private location available for that portion of the meeting.

- b. Responsibilities of Commission Members Attending a Meeting Remotely under this Section:
 - i. The Commission Member must give the Commission Clerk five days' written notice of remote attendance in advance of the publication of the agenda.
 - ii. The notice must include the address at which the remote meeting will occur, the address the Commission packet should be mailed to, and the phone number of the remote location.
 - iii. Commission Members need to ensure all technology necessary for them to attend remotely is functioning.
 - iv. The Commission Member is responsible for posting the Commission agenda in the remote location, or having the agenda posted by someone else at the location and confirming that posting has occurred. The Commission Clerk will assist, if necessary, by emailing, faxing or mailing the agenda to whatever address or fax number the Commission Member requests; however, it is the Commission Member's responsibility to ensure that the agenda arrives and is posted. If the Commission Member will need the assistance of the Commission Clerk in delivery of the agenda, the fax number or address must be included in the five-day advance written notice above.
 - v. The Commission Member must ensure that the location will be publicly accessible while the UAC meeting is in progress.
 - vi. The Commission Member must state at the beginning of the Commission meeting that the agenda posting requirement was met at the location and that the location is publicly accessible, and must describe the location.

- c. A Commission Member may only participate remotely under this section if they determine that all the requirements of section 3 (a) and (b) can be met.

4. "Just Cause" and "Emergency Circumstances" Remote Attendance Requirements

- a. A Commission Member may attend a meeting remotely when they have just cause to do so pursuant to AB 2449.

- i. "Just cause" is defined as:
 1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Commission Member to participate remotely;
 2. A contagious illness that prevents a Commission Member from attending in person;
 3. A need related to a physical or mental disability which cannot be resolved by a request for reasonable accommodation; or
 4. Travel while on business of the UAC or another state or local agency.
 - ii. Notification. A Commission Member attending remotely for just cause must notify the UAC and the Commission Clerk at the earliest possible opportunity, including at the start of a meeting, of their need to participate remotely and provide a general description of the circumstances related to one of the four items above.
- b. A Commission Member may attend a meeting remotely when emergency circumstances justify remote attendance pursuant to AB 2449, and the Commission approves of their remote attendance.
- i. "Emergency circumstances" is defined as a physical or family medical emergency that prevents a Commission Member from attending the UAC meeting in person.
 - ii. Notification and acceptance.
 1. A Commission Member attending remotely due to emergency circumstances must notify the UAC and the Commission Clerk at the earliest possible opportunity.
 2. The UAC must request a general description of the circumstances relating to the Commission member's need to appear remotely. The description does not need to have more than 20 words, and the Commission Member does not have to disclose any personal medical information.
 3. At the earliest opportunity available to it, the UAC may, by a majority vote of its members, take action on the request to approve or disapprove it. If the request does not allow sufficient time to place it on the agenda for the meeting for which the request is made, the legislative body may take action on the request at the beginning of the meeting by majority vote.
- c. Responsibilities of Commission Members Attending a Meeting Remotely under this Section:
- i. Commission Members must notify the UAC and the Commission Clerk of their need to attend remotely at the earliest possible opportunity.
 - ii. Commission Members must publicly 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 the individual.
 - iii. Commission Members must ensure all technology necessary for them to attend remotely is functioning, which must include two-way, live audio and visual communication at all times.
 - iv. At the start of the meeting, the Commission Member attending remotely may use the following language to identify under which provision they are attending remotely:
 1. "I have **just cause** to attend this meeting remotely under AB 2449. I have not attended a meeting remotely due to just cause or emergency circumstances more than once this calendar year. I must attend remotely because...
 - a. "... I must provide caregiving to [RELATION]."

- b. "... a contagious illness prevents me from attending in person."
- c. "... I have a need related to a disability which could not be accommodated at this meeting."
- d. "... I am travelling while on official business of [STATE OR LOCAL AGENCY]."

"In this room, I am accompanied by...

"...no one over the age of 18."

"...one or more individuals over the age of 18. They are [RELATION (e.g., my spouse, coworker, medical provider)]."

- 2. "Due to **emergency circumstances**, I request to attend this meeting remotely under AB 2449. I have not attended a meeting remotely due to just cause or emergency circumstances more than once this calendar year. The [PHYSICAL OR FAMILY] medical emergency I am facing requires my remote attendance because [BRIEF DESCRIPTION]."

"In this room, I am accompanied by...

"...no one over the age of 18."

"...one or more individuals over the age of 18. They are [RELATION (e.g., my spouse, coworker, medical provider)]."

- d. A Commission Member may only participate remotely for "just cause" or "emergency circumstances" if they determine that all the requirements of section 4, as applicable, can be met.