

Brown Act
Key Points – San Diego Miramar College

- Goal of the Brown Act is to promote transparency and public trust through public access to meetings, public attendance and participation in meetings, and open deliberations and action.
- Meetings must be open to the public and be conducted in a facility that does not exclude persons on the basis of race, religion, color, national origin, ancestry, or sex, or that is inaccessible to disable persons, or where members of the public may not be present without making a payment or purchase.
- Any recordings of meetings must be made available at cost. Recording of meeting is not required; this applies where recordings are made.
- All votes are to be cast in public; no “secret” voting is permitted.
- A written agenda must be prepared for each regular or adjourned regular meeting of the legislative body and include a brief general description of each item to be discussed (not to exceed 20 words) and provide an opportunity for public comment.
- The agenda must be posted on the website of the legislative body, if it has one.
- Agenda for meetings must be posted at least 72 hours prior to the meeting, along with the time and place of the meeting.
- The public has the right to review agendas and other writings distributed to a majority. Writings distributed during a meeting must be made available for at or after the meeting.
- For special meetings, 24 hours’ notice must be provided along with a brief description of matters to be considered or discussed.

Sources:

The Brown Act (California Attorney General’s Office):

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

A primer on the Brown Act from the First Amendment Coalition:

<https://firstamendmentcoalition.org/facs-brown-act-primer/>