**Participatory Governance Meeting Modality Options**

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| **Modality** | **Considerations** | **Pros** | **Cons** |
| **Face to Face** | Brown Act compliant  | Personal interaction; better non verbal communication; improved civility in dialogue and conflict; returning to campus in January | Less access; possibly less participation |
| **Hybrid:****Face to Face with Brown Act compliant teleconferencing/call-in option** | Brown Act compliant; teleconferencing locations would need to be identified on agenda; call-in number would be provided on agenda | Provides “Pros” as listed above under Face to Face; provides a “not in person” option | Possibly less participation; difficulty with managing participation in person versus virtual  |
| **Emergency teleconferencing under AB 361** | Brown Act compliant as long as a state of emergency is in place; requires a vote every 30 days to extend | Provides easy access to meetings; increased participation | Lack of non-verbal communication; no personal interaction; difficulty running meeting using Robert’s Rules of Order |
| **Teleconferencing** | Not Brown Act compliant; not an option for any committee that is legally required to follow Brown Act (i.e. ASG/ AS including all standing committees) | Provides easy access to meetings; increased participation | Not Brown Act compliant; Lack of non-verbal communication; no personal interaction; difficulty running meeting using Robert’s Rules of Order |

**Requirements for all meetings regardless of modality:** Agenda posted 72 hours in advance and circulated via the DL to optimize and encourage participation; Brown Act compliance for modification of agendas; Brown Act compliance for Special Meetings and Emergency Meetings; recordings used at discretion of committee chair or the governing body for the creation of minutes only or as required by the Brown Act\*; minutes posted in a timely manner; adherence to Robert’s Rules of Order; adherence to the Miramar Code of Conduct *(need to create); other???*

\* If a governing body, such as a Senate, opts to record their meetings, under the Brown Act recordings are required to be kept for a minimum of 30 days and provided upon request. After 30 days a body may decide whether to destroy the recording. Governing Bodies can keep recordings for as long as the body determines them necessary to be kept.

**IMPORTANT**: The Academic Senate and Associated Student Government of San Diego Miramar College are publicly funded, autonomous constituencies of Miramar’s shared governance structure under California Education Code: EDC ARTICLE 4., and as such we are required to follow certain procedures, like following Robert's Rules of Order and adhering to the CA Brown Act. This includes acting in a professional manner and with proper decorum for our colleagues. This is not optional!