

SDMC A.S. Senator Remote Attendance Info Sheet

[Click this link to complete the form indicating that you will be attending A.S. meetings remotely \(i.e. teleconferencing via Zoom\).](#)

Please note these important requirements for Senators who plan to attend SDMC A.S. meetings remotely:

1. Each Senator's remote/Zoom location must be listed on the agenda—these locations will not be associated with anyone's name (i.e. office location, local library, home address, etc.).
 - a. The San Diego Public Library has public meeting rooms that are available for this purpose. [See the branches and availability here.](#)
2. If (by some strange occurrence) someone from the public wishes to participate in the meeting from your remote location, the Brown Act mandates that you let them do so. (This is why your local library can be a great option—see above.)
3. At least a quorum of the members of the legislative body must participate from within the boundaries of SDCCD service area ([see map here](#)).
4. During the A.S. meeting, Senators must have the meeting agenda posted publicly outside of their meeting location (i.e. on your office door, the library's bulletin board, your front door, etc.).
5. Senators must keep their cameras on during the meeting (but microphones can be muted)—this is a Brown Act requirement.

Directions for completing the form:

1. Senators wishing to participate remotely only need to complete this form once.
2. If you wish to update your meeting modality or location, please submit a new form.
3. Please submit this form as soon as possible but at least five days prior to the first meeting you plan to attend remotely. (This gives the A.S. time to add all Senator locations to the agenda 72 hours in advance of the meeting.)

4. Please provide your work email when completing the form.
5. *We will email all Senators to confirm their meeting modality one week before our first hybrid meeting.*

Guests do not need to complete the A.S. Senator Remote Attendance Form in order to attend SDMC A.S. meetings remotely.