



San Diego Miramar College Classified Senate Senator Remote Attendance Information Sheet

Senators who wish to attend the Classified Senate meetings remotely, or wish to change their attendance from remote back to in-person, must fill out the attendance modality form linked here no later than 10:30 am on the Thursday preceding the upcoming meeting (i.e. Thursday, 9/26 for a Tuesday, 10/1 meeting).

Please note these important requirements for Senators who plan to attend the Miramar College Classified Senate 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 C.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 a(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 – Senators wishing to return to in-person attendance must fill out the form again.
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 C.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. *Senators can confirm their meeting modality by reviewing the C.S. Agenda when it is released at least 72 hours before the next meeting.* If this is not the case, the Brown Act has very strict/particular guidelines:
 - a. Senators who don't submit an updated form to indicate that they will be attending in person before the agenda is printed will need to attend from their remote location.
 - b. Otherwise, if a senator wants to attend in person, they will need a proxy to vote for them (otherwise, they can't vote and will be counted absent).
 - c. Also, for the meeting to be in compliance with the Brown Act, Senators not present at their remote locations need to provide a way for the public to participate in the meeting set up at your remote location. As this is far-fetched, my (Pablo's) opinion is that putting a note at your location directing folks to another nearby location where they could participate should suffice.

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