

**Chapter II – Policy 25:
DISRUPTION OF REMOTE ACCESS DURING BOARD OF SUPERVISORS
MEETINGS**

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DISRUPTION OF REMOTE ACCESS DURING BOARD OF SUPERVISORS MEETINGS

1. PURPOSE

The purpose of this policy is to address disruptions of remote public access during Board of Supervisors meetings pursuant to the Brown Act.

2. BACKGROUND

In 2025, the State of California enacted Senate Bill 707 related to open meetings held pursuant to the Brown Act. (Government Code sections 54950, et seq.). Effective July 1, 2026, a Brown Act meeting held by an “eligible legislative body,” as defined to include the Board of Supervisors, must include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, with certain exceptions. The law provides that the open session of any such meeting must recess should any disruption of telephonic or internet service occur, that the meeting may continue in closed session during this recess, that the eligible legislative body must make a good faith effort to restore telephonic or internet service for a minimum of one hour, and that the legislative body may thereafter reconvene into open session even if telephonic or internet service is not restored upon making certain findings. The law requires the eligible legislative body to enact, at a public meeting as a non-consent item, a policy to implement the foregoing.

3. SCOPE

This policy applies to all Brown Act meetings of the Board of Supervisors for which public attendance is provided via remote access in accordance with Government Code section 54953.4(b)(1).

4. DEFINITIONS AND POLICY

DEFINITIONS

The below terms have the following meanings as used in this policy:

“Board” refers to the Board of Supervisors of the County of Ventura when sitting in this capacity.

“Chair” means the Chair of the Board, or Vice Chair of the Board if presiding over the meeting.

“Clerk” means Chief Deputy Clerk of the Board or their staff or designee.

“Meeting” shall have the meaning stated in the Brown Act at Government Code section 54952.2(a).

“Remote access” means the opportunity for members of the public to attend a meeting via two-way audiovisual platform or two-way telephonic service.

“Two-way audiovisual platform” means an online platform that provides the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

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“Two-way telephonic service” means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

POLICY

In accordance with Government Code section 54953.4, disruptions of remote access during Board meetings shall be addressed pursuant to the procedures set forth in Section 5 below. **This policy and its procedures do not apply to technical disruptions to remote access experienced solely by individual members of the public that are unrelated to the County’s provision of remote access.**

5. PROCEDURE

DISRUPTION OF REMOTE ACCESS

The Clerk shall continuously monitor meetings to ensure that remote access, when required by Government Code section 54953.4, is functional. This monitoring, at minimum, shall require that at least one device be present and visible to the Clerk that shows the continuous operation of the tools that allow for remote access, such as a live feed of the meeting webcast.

Immediately upon the occurrence of any disruption to remote access, the Clerk shall notify the Chair, and the Chair shall stop the proceedings and announce that remote access has been disrupted and proceedings must pause. The Chair, at their discretion, may wait for a brief period during which no discussion or action may occur, to determine if remote access can be re-established. If remote access cannot be re-established after this brief period, the Chair shall announce that open session is in recess. During such recess, the Clerk and County information technology staff must make good faith effort, as described below, for one hour to restore telephonic or internet service to restore remote access.

During an open session recess required due to remote access disruption, the Board may opt to meet in closed session for any item properly agendaized for closed session discussion at that meeting.

During the open session recess, including while any closed session is occurring, the Clerk shall continuously work to reestablish remote access. Efforts to restore the service shall include the following, at a minimum:

- Reboot Devices and Applications.
- Verify Physical Connections.
- Refresh the Local Network.
- Utilize Vendor Connection Tests.
- Resetting local network connections.
- Contact Support Services.

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MEETING RESUMPTION FOLLOWING REMOTE ACCESS RESTORATION

Upon the restoration of the telephonic or internet service and related tools necessary for remote access, remote access shall be immediately restored. The Clerk shall announce to anyone attending the meeting remotely that service has been restored.

If the Board is currently in closed session, the Clerk shall announce to remote access meeting attendees that the Board is currently in closed session and that the open session will resume immediately after the closed session is concluded. If the Board is not then in closed session, the Clerk shall announce to remote access meeting attendees that the open session will resume immediately when a quorum is reestablished in the Board meeting room.

If the Board met in closed session during the disruption, as the first order of business in resuming open session, the Board shall announce any actions taken during that closed session as otherwise required pursuant to the Brown Act.

MEETING RESUMPTION IF REMOTE ACCESS IS NOT RESTORED

If efforts taken in accordance with this policy to restore remote access are unsuccessful, the Board may reconvene into open session at any time after the minimum of one hour has elapsed.

In order to reconvene without remote access, the Chair, or County Counsel, shall do each of the following:

1. Announce that remote access was unable to be restored despite good faith efforts having been made in accordance with this policy for no less than one hour;
2. Describe the efforts the Clerk took to restore service in accordance with this policy;
3. State that Government Code section 54953.4 and this policy allow the Board to resume open session without remote access upon making both of the following findings by rollcall vote that:
 - (1) Good faith efforts to restore the telephonic or internet service have been made in accordance with this policy; and
 - (2) The public interest in continuing the meeting outweighs the public interest in remote public access.

Thereafter, any member of the Board may move to adopt these findings and resume the open session of the meeting. The Board shall take a roll call vote on such a motion. If the motion passes by majority vote (i.e., at least three affirmative votes), the open session of the meeting may resume in accordance with the posted agenda. If no motion is made, or should the motion not pass, the open session must immediately end.

Prior to hearing any open session items, if the Board met in closed session during the recess, the Board shall announce any action taken during closed session if otherwise required by the Brown Act.

6. POLICY CONTROL

DISRUPTION OF REMOTE ACCESS DURING BOARD OF SUPERVISORS MEETINGS

This policy is an internal, controlled quality record. The owner of this policy is the main author and is accountable for its contents.

Policy Issue			
Owned By	CEO	Applicability	Board of Supervisor meetings only
Current Subject Matter Expert	CEO and County Counsel	Approved By	☒ Board of Supervisors ☐ CEO
Review Interval	Biennial	Next Review Date	June 9, 2028

Revision History			
Version	Date	Author	Amendment Summary
1.0	6/9/2026	County Counsel	