**Bagley Keene Guidelines**

**DRAFT**

**9.19.19**

**Public Rights:**

* Right to attend and record (without being disruptive)
* Right to comment on committee actions
* Right to copy and inspect records

**Notice Requirements for meetings:**

* Agenda & notice must be posted at least 10 days prior to the meeting and provided to anyone who requests it. Agenda must include specific descriptions of all items of business. If an item isn’t on the agenda, the committee can’t discuss or take action on it.
* Locations must be specified and be accessible to the public and ADA-compliant
* Subcommittee meetings must also be noticed and open to the public
* Noticing Requirements *do not* apply if a subcommittee consists of less than three persons
	+ That includes members and non-members

**Disclosure of Documents:**

* When writings are distributed to a majority of the members of a body for discussion or consideration, the writings must be made available for public inspection (except records exempt under the Public Records Act).

**Requirements w/ Regard to Communications:**

* Committee deliberations occur and decisions are made at committee meetings
* Can’t use serial or ‘hub and spoke’ communication methodologies to discuss, deliberate, or take action on committee business
* This includes via texting or email.

**Remedies/ Penalties for Violations of Bagley-Keene:**

* Decision or action of the body may be overturned
* Violations may be stopped or prevented
* Costs and fees may be awarded
* Criminal misdemeanor penalties could be imposed