CITY OF SEBASTOPOL COMMUNITY DEVELOPMENT DEPARTMENT
CLIMATE ACTION COMMITTEE MEETING

AGENDA ITEM REPORT FOR MEETING OF: July 8, 2025

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To: Climate Action Committee Members
From: Tori Henkel, Permit Technician

Subject: Brown Act (Informational)
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Recommendation: That the Climate Action Committee receive the information and provide direction to staff for next steps. As this is an informational item only, the Committee can only provide direction to staff but cannot make any formal actions.

Recommendation:
That the Climate Action Committee receive the informational presentation slides regarding the Brown Act. No formal action is required at this time.

Executive Summary:
This item provides an overview of California's Ralph M. Brown Act, the state's open meetings law. The same presentation was provided to the Sebastopol City Council on December 17, 2024, in a publicly noticed meeting. This presentation is intended to support the Committee's understanding of the Brown Act and its application to advisory bodies such as the Climate Action Committee.

Background:
The Brown Act, enacted in 1953, ensures that meetings of local government bodies are conducted openly, allowing for public access and participation. As a standing committee to the City Council, the Climate Action Committee is subject to the provisions of the Brown Act. Understanding the rules governing meetings, communications, and public access is critical to maintaining transparency and avoiding inadvertent violations.

These presentational slides are provided to introduce the key concepts and common considerations under the Act.

Discussion:
This informational presentation is intended to support the Committee's general awareness of the Brown Act. It is not a substitute for formal legal training. Should the Committee wish to pursue a more in-depth or customized Brown Act training session, direction may be given to City staff to explore options and associated costs for such training with the City Attorney.

Attachments:
Brown Act Presentation Slides