



Mental Health Services
Oversight & Accountability Commission

Bagley-Keene Open Meeting Act

Open Meeting Act

- Same rules apply at State and National level
- Bagley-Keene Act is for State agencies in California
- Brown Act is for local government in California

Basic Requirements

Adequate Notice

- A Notice of meeting must be posted on the Internet 10 calendar days in advance
- The Notice must include an Agenda
- The Agenda must briefly describe each Action or Discussion item
- The Description must have enough detail so the public can decide whether to attend or not

Open to Public

- Meetings must be open to the public which can be teleconferencing
- There is a limited exception for Closed Session that would not apply to Advisory Committee

Public Comment

- The Commission and its Advisory Committees may allow public comment before or during action
- The public may also comment after action and at the conclusion of all items

What is a Meeting?

- A **congregation** of a majority of Committee members to hear, discuss, or deliberate
- A **majority** means quorum
- A **quorum** means the private discussion can lead to quick action on the record
- The **record** must include all discussion
- All **discussion** must take place in a meeting open to the public



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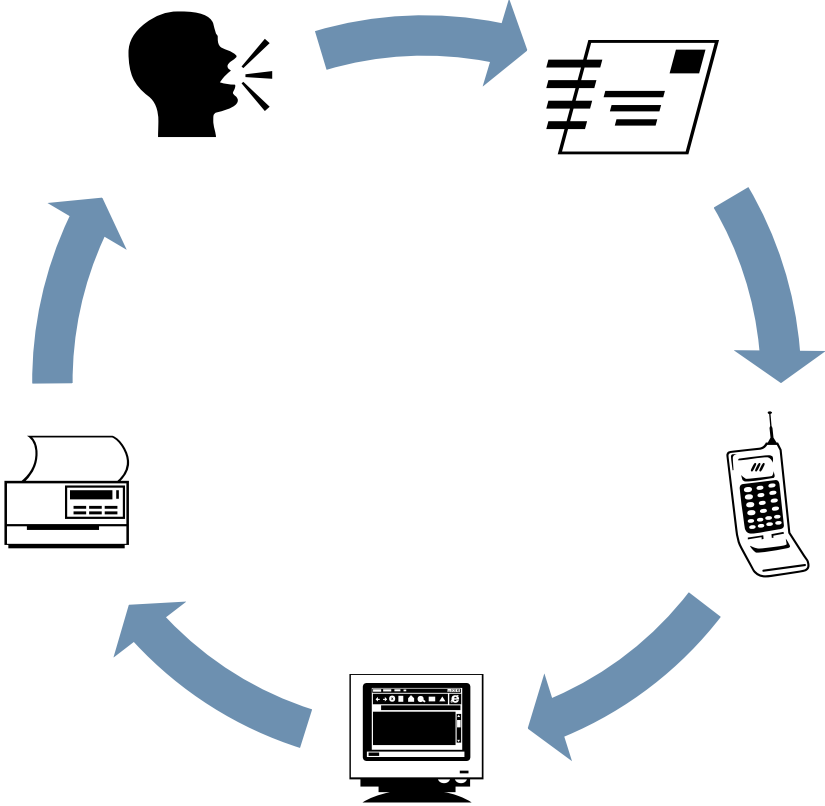
Series of Communications

- Members should not contact each other outside the public meeting to discuss Committee business even a one-on-one exchange can be relayed to other members resulting in a quorum
- This includes in-person, phone calls, texts, emails or social media

Example

Member Apple emails Member Banana who emails Member Cantaloupe and so forth and pretty soon there is a quorum.

A Series Can Occur Various Ways



The Meeting

- Committee cannot discuss or take action on items that are not on the agenda of an Open Meeting
- Action items must be clearly identified on the Agenda
- The Open Meeting means the public has an opportunity to comment

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Copies of Documents

- Documents given to all or a majority of the Committee members must be made available for public inspection at the meeting.
- No requirement to post documents in advance.

Questions?

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