

Academic Senate and Brown Act requirements

1. Academic Senate is a Brown Act group. Senate Executive Board is not a Brown Act group.
2. Senate meeting agendas must be posted by 3:30 PM on Sunday.
3. Voting items on the agenda must be clearly labeled. Though it is good practice for major items to have a first and second reading with a vote taken at the second reading, it is not required.
4. Supporting documents for voting items must be posted by 3:30 PM on Sunday.
5. We post the agenda and supporting documents on the Senate's website at <https://committees.kccd.edu/bc/committee/senate>
6. Agenda item descriptions should be no more than 20 words long but provide enough information to the general public so they know about what the Senate will voting and be able to make an informed decision about whether or not to attend the Senate meeting.
7. Senators and the general public may add something to the next meeting's agenda via the "[Agenda Item Request](#)" form on the Senate's website (see the "Joining Academic Senate Meetings" section). Agenda items requesting Senate action must be within the Senate's 10+1 purview.
8. Items can be added to the agenda of the current meeting only if the Senate determines by 2/3 vote of those present (or if less than 2/3 of the members are present, by unanimous vote) that:
 - A. The Senate is faced with a need to take immediate action on an item not on the agenda of a regular meeting AND
 - B. The need for action did not come to the attention of the Senate or Senate's administrative assistant until after the agenda was posted.
9. The general public—anyone who is not a Senator or elected Senate officer—is given the opportunity to speak at the "Opportunity to Address the Senate" place in the agenda. For the rest of the meeting, the Senators and Officers are the only ones allowed to discuss/debate the agenda items, unless the Senate votes to allow a member of the general public to speak on a given agenda item.
10. Serial Meetings are illegal for Brown Act bodies. Avoid Serial Meetings by not talking/emailing/texting/posting on social media about items on the agenda with anyone from outside your department.
11. How different groups record in the minutes how each member voted varies across the state. Gov Code 54953(c)(2) says "The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action." This is not in the teleconference section. So the minutes have to indicate how each member voted. We should at least indicate who moved+seconded and have a vote tally. Middle ground would be to note in the minutes those opposed or abstaining and then assume the rest are in favor of the motion. Top of the minutes shows who was there and who was absent.

Brown Act in all its glory: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=