

Peralta BMOC Proposed Points of Procedure

The BMOC agenda will be posted on the Friday before the BMOC meeting.

All questions regarding BMOC meeting procedures pertaining to bylaws, code of conduct, Robert's Rules of Order, the Brown Act and any other law will be answered by the Committee's legal counsel whose recommendation will be the final authority.

The BMOC has prepared a checklist of requirements which will need to be met for a BMOC member to appear remotely. See attached. Each committee member is responsible for knowing the requirements for remote participation and meeting all requirements so that they can participate in the meeting. If you have any questions regarding how to meet a particular requirement, please reach out to the District staff person with a copy to the chair for assistance. As noted above, any question regarding committee member participation will be resolved based on the advice of the Committee's legal counsel and District staff.

Only the actual agenda will be provided as hard copies at the physical location of the BMOC meeting. Members of the public, District staff, BMOC members and all others are responsible for accessing all materials associated with a particular agenda item. Presentations and reports which accompany and support an agenda item are to be submitted by the Wednesday (one week) before the meeting. These materials will be presented on the video monitor during the meeting.

Written reports of subcommittee activity are required in order to be considered for inclusion on the agenda and need to be submitted on the Wednesday before the BMOC meeting in order for District staff to prepare them for the agenda. Please send to both the District representative and the chair. The report should briefly reflect the discussion and conclusions of the subcommittee including minority viewpoints and the results of any motions and votes taken. Each report should include a recommendation.

Opportunities for the public to comment on BMOC agenda items will only be available to members of the public attending the meeting in person and will be limited to three minutes when the agenda item calls for public comment.

For each agenda listing, one person will be assigned to do the presentation. Once the presentation is made, each committee member will be given one opportunity to ask clarifying questions. Once each member of the committee has had their opportunity to ask questions, the chair will take a second round of questions. After each committee member has had the opportunity to ask a second round of questions, the chair will ask for public comment. Once public comment is closed, the chair will ask for a motion to be made and seconded. Discussion will begin with each committee member limited to five minutes to present their position. Each committee member will be allowed to comment or pass before another committee member may comment a second time. If a committee member desires to speak after the 5 minute limit, the committee must approve the extension by a majority of the members.

Peralta CCD BMOB Attendance Sheet

BMOB Member	In Person	Remote	Remote with just cause	Remote due to personal emergency	
Cambra					
Gamble					
Broadhurst					
Crawley					
Dawson					
Scott					
Sexton					

Remote Attendance Checklist

- All votes by roll call
- Agenda posted at all teleconference locations
- All teleconference locations identified in agenda
- All teleconference locations open to the public
- Quorum of members participating from within District boundaries
- Public comment permitted at all locations.

Remote Attendance (Just Cause) Checklist

- Quorum participates from single location within district boundaries and open to public
- Public must be able to see and hear the committee via zoom (or webcast + phone)
- Remote member must be connected by both aurally and visually
- Agenda must provide webcast/dial-in information
- Remote attendee must satisfy one or the following:
 - Caregiving to immediate family
 - Suffering from a contagious illness
 - Necessary due to physical or mental disability
 - Traveling for official public agency business
- Member must notify the board and give a description of the reason as soon as possible and not later than the start of the meeting.
- May be used no more than twice per calendar year and, combined with emergency circumstances, no more than three consecutive months or 20 percent of regular meetings in a calendar year or more than 2 meetings if board meets less than 10 times per year.
- Disclose presence of anyone over 18 present in remote location

Remote Attendance (Emergency Circumstances) Checklist

- A physical or family medical emergency that prevents attendance
- Member must be connected aurally and visually
- Member must request to participate remotely and provide a general description of the circumstances that need not include any personal medical information.
- Committee must approve remote attendance by majority.
- May not be used when combined with just cause no more than three consecutive months or 20 percent of regular meetings in a calendar year or more than 2 meetings if board meets less than 10 times per year.
- Disclose presence of anyone over 18 present in remote location