

**AB 2449 - Remote Participation Flow Chart**  
**(Effective January 1, 2023 - January 1, 2026)**

- **STEP 1: Commissioner requests remote participation.**
  - o **When:** ASAP {at earliest opportunity} up to start of a regular meeting
  - o **What:** Generally describe reason for request (not to exceed 20 words). Request does **NOT** need to disclose medical or personal information. Must be either:
    - **Just Cause -**
      - providing childcare or caregiving of immediate family,
      - contagious illness,
      - physical or mental disability,
      - official business travel for public agency, **OR**
    - **Emergency Circumstances -**
      - Physical or family medical emergency.
- **STEP 2: Is the request agendized?**
  - o **If yes,** then the Commission can consider at appropriate time on agenda. Go to **Step 3** below.
  - o **If no,** then the Commission must add **urgency item** to agenda as follows:
    - Describe that there is a request by a Commissioner to participate remotely.
    - Describe the reason for the request {Just Cause or Emergency Circumstances}.
    - Explain that this item came up after the 72-hour agenda deadline.
    - The Commission takes action by: (a) finding the item is urgent and needs immediate action and was discovered after the agenda deadline, and (b) voting.
      - Must pass by 2/3 vote of the Commission if 4+ Commissioners are voting from 5- member Commission.
      - Must pass unanimously if 3 Commissioners are voting from a 5-member Council.
- **STEP 3: The Commissioners acts on remote participation request.**
  - o **Findings:** The Commission must make the following four findings:
    - The remotely participating official must disclose whether anyone over 18 years old is present at the remote location.
    - At least 3 (a quorum) of the other Commissioners are present at one physical location in the Agency's jurisdiction.
    - The remotely participating Commissioner has not exceeded the annual limit:
      - Cannot use for more than 2 consecutive months, or 20% of the regular meeting.
    - The Commission is providing a 2-way audiovisual platform or 2-way telephone service + live webcasting so public can remotely hear and visually observe the meeting.
  - o **Vote:** If these findings can be made, then the Commission votes on whether the official may participate remotely.
    - As with all other votes, a majority (or at least 3) affirmative votes are required.
- **STEP 4: Repeat Steps 1-3 for additional Commissioners** who wish to participate remotely, if necessary.
- **STEP 5: Resume the meeting as agendized** with Commissioner(s) participating remotely.
  - o All votes at a meeting with a remote Commissioner must be taken by **roll call**.
  - o No action can be taken if the remote broadcast of the meeting is disrupted.