



# SB 707 COMPLIANCE: SERVICE DISRUPTION POLICY TEMPLATE

## Purpose

This policy establishes procedures for handling technical disruptions during public meetings, ensuring compliance with California Senate Bill 707 (Durazo) and the Ralph M. Brown Act.

## Scope

Applies to all meetings of eligible legislative bodies (city councils, county boards of supervisors, and large special districts) conducted via two-way audiovisual or telephonic platforms.

## Policy Statement

In the event of a service disruption (loss of livestream, audiovisual feed, or telephonic access), the legislative body shall recess the meeting for up to one hour to attempt restoration. A good-faith effort must be documented before resuming or adjourning.

## Procedures

1. Detection of Disruption
  - Chair or designated staff monitors audiovisual and telephonic feeds.
  - Disruption is declared if public access or participation is impaired.
2. Immediate Recess
  - Chair announces recess due to technical disruption.
  - Meeting is paused for up to one hour.
3. Restoration Efforts
  - IT staff attempts to restore service.
  - Document steps taken (e.g., platform reset, alternate dial-in).
4. Documentation
  - Roll-call vote confirming good-faith effort to restore service.
  - Record disruption details in meeting minutes.
5. Resumption or Adjournment
  - If service is restored within one hour, resume meeting.
  - If not restored, adjourn meeting with documented vote.

## Responsibilities

- Chair: Declares disruption, announces recess, oversees compliance.
- Clerk: Records disruption, restoration efforts, and roll-call vote.
- IT Staff: Executes restoration efforts and provides technical report.

## Compliance

Adoption of this policy ensures compliance with SB 707 requirements for service disruption management and protects the validity of legislative actions.

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*This template can be customized by each agency to reflect local procedures and staffing structures.*