

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.

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