



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Legal Rules Governing Remote Participation by Members of Policy Bodies in Meetings

LHCB Meeting January 8th



Background

- For close to three years, special rules necessitated by the COVID-19 public health emergency have governed the meetings of City policy bodies.
- March 1, 2023, after the statewide emergency ends and the mayoral orders regarding public meetings terminate.

Summary

- The general rule: In-person physical presence required of members to attend meetings. Members of policy bodies must generally be physically present in the same location at meetings of the body. The Charter requires that members of decision-making policy bodies be physically present at a meeting to participate, vote, and count toward a quorum.
- The Administrative Code similarly requires members of purely advisory bodies established by ordinance to be physically present at meetings.

Exceptions

- ***Certain bodies, including subcommittees of policy bodies.***
 - ***LHCB Funding Committee, Coordinated Entry Committee***
- ***Policy body members taking parental leave.***
- ***Policy body members with a disability subject to a reasonable accommodation.***
 - ***ADA Approved through Office of Disability***

LHCB By-Laws

• Section 3. Attendance

- Members are required to attend all Local Board meetings unless excused by the Co-Chairs for good reason. Three unexcused absences in one year are grounds for removal. Attendance will be kept and recorded by the staff member of the Local Board

Remote Public Attendance and Public Comment

- Where a member of a policy body attends meetings remotely under AB 2449, the policy body must allow members of the public to attend remotely and offer public comment remotely.