

# Virtual Board Meetings During the COVID-19 Pandemic

## Guidance and Helpful Tips for Board Members and Superintendents

The COVID-19 pandemic has dramatically altered daily life in California, including how the public's business is conducted at school district and county office of education Board meetings. Boards throughout the state have revised their Board meeting format and procedures to ensure they can continue to meet virtually to govern the community's public schools, operating under a revised set of rules based on Gov. Gavin Newsom's [executive orders](#) that waived portions of the Brown Act during the pandemic.

### UNDERSTANDING THE EXECUTIVE ORDERS

Under the Governor's executive orders, the requirements of the Brown Act that would normally require the physical presence of members, the clerk and other personnel are waived. The Board does not need to make physical space available for the public to observe or participate in a virtual meeting, Board members do not need to publicly disclose the location from which they virtually attend the meeting, and Boards do not need to have a quorum of members participate from locations within the boundaries of the district.

Boards must allow the public to observe and address the meeting by telephone or other electronic means. Governing boards must implement a procedure for receiving and resolving requests for reasonable accommodations from individuals with disabilities. The meeting agenda and notice must include the procedure by which the public may observe the meeting and offer public comment.

Board members should note that there have *not* been changes to the limits on the use of closed sessions, to the notice periods, or to the agenda requirements for Board meetings during this time.

### CREATING A TRANSPARENT BOARD MEETING

Virtual meetings can make transparency more challenging for Boards, but clear communication can make a significant difference. Agenda notices should be more detailed during the COVID-19 pandemic, including plain language details of how the public can access the meeting and how the Board is accepting public comment. All Board member votes should be taken by roll call to make clear to the public how each member voted on an agenda item.

### CREATE A PUBLIC COMMENT SYSTEM THAT WORKS FOR EVERYONE

Boards must continue to give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. Public comment has created particular challenges for some Boards during virtual meetings, and there is no one-size-fits-all solution. Boards should seek to create a system that allows for meaningful public participation in the meeting, and that allows the Board to conduct district business in an orderly and efficient manner.

Some Boards are using Zoom or other video conferencing software to allow attendees to comment in real-time or organizing public comment with a call-in number. Other Boards have found real-time commenting to be difficult for their district, and have limited public comment to email, providing a special email address for the public to submit comments in advance of the meeting. Some of these Boards have required public comments to be submitted by a specific cutoff time before the meeting begins, so staff can read and organize the comments to be read aloud before each agenda item during the virtual meeting.

For a more in depth discussion of holding virtual meetings during the COVID-19 pandemic, see CSBA's webinar: [Open Board Meetings in a World of School Closures](#).

For additional resources, see CSBA's model board policies:

Board Bylaw 9130 - Board Committees

Board Bylaw 9320 - Meetings and Notices



Board Bylaw 9321 - Closed Session  
Board Bylaw 9322 - Agenda/Meeting Materials  
Board Bylaw 9323 - Meeting Conduct  
Board Bylaw 9323.2 - Actions by the Board  
Board Bylaw 9324 - Minutes and Recordings

