

MEMORANDUM 2023-46

Meeting Schedule

This memorandum discusses the Commission’s meeting schedule for 2024. At its October meeting, the Commission previously considered Memorandum 2023-35 and its First Supplement,¹ offering a proposed meeting schedule for 2024. The Commission “directed the staff to prepare alternative schedules ... [to] have fewer meetings (perhaps six or nine), try to avoid summer meetings, and, with one exception, preserve the dates set out in Memorandum 2023-35. The exception is that the proposed February 2024 meeting should be changed to February 15, 2024.”² This memorandum presents a revised Commission meeting schedule in accordance with that direction.

In accordance with the Commission’s instructions, the staff has cut the previously proposed 2024 meeting schedule down to nine meeting dates. Given the reduction in the number of meetings, the proposed meeting times are longer than what was noted in the prior schedule, but the exact time may vary somewhat depending on the content for each meeting. For 2024, the staff proposes the following meeting dates and times (asterisks identify dates that the Commission could consider dropping if they would like a more limited schedule):

- February 15, 2024, 9:30 a.m. – 1:30 p.m.
- March 21, 2024, 9:30 a.m. – 1:30 p.m.*
- April 18, 2024, 9:30 a.m. – 1:30 p.m.
- June 20, 2024, 9:30 a.m. – 1:30 p.m.
- August 15, 2024, 9:30 a.m. – 1:30 p.m.
- September 12, 2024, 9:30 a.m. – 1:30 p.m.
- October 10, 2024, 9:30 a.m. – 1:30 p.m.*
- November 7, 2024, 9:30 a.m. – 1:30 p.m.
- December 5, 2024, 9:30 a.m. – 1:30 p.m.

¹ Any California Law Revision Commission document referred to in this memorandum can be obtained from the Commission. Most materials can be downloaded from the Commission’s website (www.clrc.ca.gov). Other materials can be obtained by contacting the Commission’s staff, through the website or otherwise.

The Commission welcomes written comments at any time during its study process. Any comments received will be a part of the public record and may be considered at a public meeting.

² Minutes (Oct. 2023), p. 5.

This proposed schedule would allow Commissioners to reserve all of the meeting dates, subject to possible future reduction or modification. **The Commission should decide whether to adopt the proposed schedule, with or without changes.**

As indicated in the First Supplement to Memorandum 2023-35, the Commission will also need to decide on the format of the Commission's 2024 meetings. From the Commission's October discussion, the Commission was leaning towards a hybrid meeting practice (to limit the cost and burden of meeting travel and to provide broad participation opportunities via teleconference). Given that, the staff recommends that the Commission conduct their upcoming meetings in accordance with the requirements of Government Code Section 11123, which requires:

- At least one member of the state body must be present at a physical location that is open to the public.
- At that location, the meeting must be audible to the public.
- Any remote teleconference locations must be noticed and open to the public.
- Teleconferencing shall be done in a way that protects the public's right to participate in the meeting.

This meeting practice will require Commissioners to participate in a teleconference meeting from a physical location that is noticed and open to the public.³ For the Commission meetings, the staff expects that there will be at least three physical locations (Sacramento, Bay Area, and Southern California) from which Commissioners will participate, perhaps more. The staff will coordinate with Commissioners to identify and reserve meeting space as needed. To provide additional time to plan for this changed meeting format and to reserve meeting spaces, the proposed meeting schedule does not include a January meeting. Instead, the Commission's first 2024 meeting would be in February.

The staff also notes that there is some uncertainty regarding the scope of the teleconference authority granted in Senate Bill 544 (Laird).⁴ If additional guidance on that issue becomes available, the staff will present that information to the Commission.

The staff anticipates that the Commission may want to conduct one or more of its 2024 meetings in person, in a single physical location (i.e., if there is a meeting where significant public input is expected). At this point, the staff is unsure exactly when in 2024 such a meeting might occur. Going forward, as the need for a full, in-person meeting arises, the

³ See First Supplement to Memorandum 2023-35, p. 5. For an example, see the agenda for the Commission's August 17, 2023 meeting: http://www.clrc.ca.gov/agenda_html/2023/agenda2308.html (agenda identifies a main meeting location and two remote meeting locations).

⁴ See generally discussion of Senate Bill 544 in First Supplement to Memorandum 2023-35, pp. 1-4.

staff will bring that issue to the Commission's attention.

Respectfully submitted,

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