

MEMORANDUM 2024-42

Meeting Schedule

This memorandum discusses the Commission's meeting schedule for 2025.¹

At its May 2, 2024 meeting, the Commission determined that a recent amendment of the Bagley-Keene Open Meeting Act authorizes a new way for the Commission to conduct meetings via teleconference.² Consistent with the [Bagley-Keene Open Meeting Act Guide](#) issued by the California Department of Justice for 2024, the Commission approved an amendment to the Commission Handbook to make clear that the Commission views itself as an advisory body for the purposes of the teleconferencing authority provided by Government Code [Section 11123.5](#).³ At its June 20, 2024 meeting the Commission approved the following amendment to the Commission Handbook to reflect that decision:⁴

360. Teleconference meetings

(a) The Commission views itself as an advisory body for the purposes of the teleconferencing authority provided by Government Code Section 11123.5. The Commission reserves the right to meet via teleconference as the Commission deems appropriate and in conformance with the requirements of the Bagley-Keene Open Meeting Act.

(b) The staff will consult with the Commission to determine whether particular meetings should be conducted in person or via teleconference.

(c) The Commission may meet in person to host expert speakers and receive stakeholder comments. The Commission may use the teleconference option for routine meetings and when Commissioners are unavailable to meet in person and a quorum can otherwise not occur.

(d) Commissioners may attend in-person Commission meetings via teleconference when Commissioners are unable to attend in person. Commissioners should notify staff at least two days in advance of the meeting to comply with the public notice requirement in Government Code Section 11123.5(d).

The staff is proposing five in person meetings for 2025; however if a Commissioner

¹ Any California Law Revision Commission document referred to in this memorandum can be obtained from the Commission. Recent 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. However, comments that are received less than five business days prior to a Commission meeting may be presented without staff analysis.

² Gov't Code § [11123.5](#), as amended by 2023 Cal. Stat. ch. 216, § 2. It will be repealed effective January 1, 2026.

³ Memorandum 2024-11, pp. 3-4.

⁴ See [Memorandum 2024-22](#), pp. 2-4 and [Memorandum 2024-29](#), p.3.

is unable to attend a particular meeting in person, Section 360(d) of the Handbook, together with Government Code Section 11123.5(d), allows a Commissioner to attend by teleconference if the Commission posts on its website 24 hours prior to the meeting that the Commissioner will be participating remotely and emails that notice to anyone requesting notice of the meeting.⁵ To facilitate compliance with those notice requirements, the Handbook provides that a Commissioner who is unable to attend in person should notify the staff at least two days prior to the meeting.⁶

The staff is proposing a 2025 meeting schedule that would consist of five in person meetings in Sacramento, roughly every 12 weeks:

- January 9, 2025, 10:00 a.m. – 5:00 p.m.
- April 3, 2025, 10:00 a.m. – 5:00 p.m.
- June 26, 2025, 10:00 a.m. – 5:00 p.m.
- September 18, 2025, 10:00 a.m. – 5:00 p.m.
- December 4, 2025, 10:00 a.m. – 5:00 p.m.

This would allow Commissioners to reserve all of the meeting dates, subject to possible future modification.

The Commission should decide whether to adopt this schedule, with or without changes.

Respectfully submitted,

Sharon Reilly
Executive Director

⁵ Gov't Code § [11123.5\(d\)](#) provides, in relevant part:

The state body shall provide notice to the public at least 24 hours before the meeting that identifies any member who will participate remotely by posting the notice on its internet website and by emailing notice to any person who has requested notice of meetings of the state body under this article. The location of a member of a state body who will participate remotely is not required to be disclosed in the public notice or email and need not be accessible to the public.

⁶ The [Handbook](#) states, "Commissioners may attend in-person Commission meetings via teleconference when Commissioners are unable to attend in person. Commissioners should notify staff at least two days in advance of the meeting to comply with the public notice requirement in Government Code Section 11123.5."