

**APPLICATION OF
THE “BROWN ACT”
Housing Element Advisory Committee**

The BROWN ACT (Govt. Code Sec 54950 et. seq.) was enacted to make sure that meetings of public agencies are open to the public, that decisions by those agencies are not made behind closed doors, and that all persons are permitted to attend.

The Housing Element Advisory Committee, appointed by the City Council of the City of Napa, is subject to the provisions of the Brown Act.

The Housing Element Advisory Committee must:

- Prepare an agenda for its regular meetings which include the date, time and location of the meeting, and a brief description of each item of business.
- Post the agenda at least 72 hours before the meeting in a location freely accessible to members of the public.
- Follow the meeting’s agenda.
- Provide an opportunity for members of the public to address the Committee briefly on non-agenda issues relevant to its charge and to speak briefly on any agenda item.
- Discuss and act upon all agenda items in public. No business not on the agenda may be acted upon. No action can be taken by secret ballot.
- Make available to the public copies of all agendas and other meeting documents.
- Allow video/audio tap recordings and broadcast of meetings.
- Conduct meetings within the City limits of Napa in a facility accessible to the disabled.

A meeting includes:

- Any gathering of a majority of the Committee members at the same time in the same place, to hear, discuss, or deliberate a business item.
- Any communication between a majority of the individual members of the committee.

The following situations do **not** constitute a meeting of the Housing Element Advisory Committee:

- Individual conversation between two members as long as it is not part of a “serial” meeting (i.e., as a telephone poll).
- Attendance by Committee members at a conference, a community meeting, a social occasion or other similar gathering at which the members do not talk among themselves about a Advisory Committee matter.

Should you have any further questions regarding the requirements of the Brown Act, please contact Jean Hasser at 257-9349 or the City Attorney’s Office at 257-9516