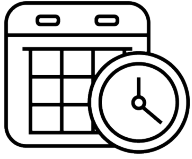




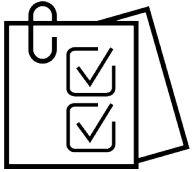
# ENGAGEMENT, LANGUAGE, AND ACCESSIBILITY

## Best Practices for Brown Act Meetings



### SCHEDULING A MEETING AND SELECTING A VENUE

- Select locations close to public transit and that offer free and sufficient parking.
- Ensure venue complies with the Americans with Disabilities Act.
- Identify potential accessibility barriers that cannot be eliminated and plan for possible changes.
- Provide a service space in seating areas for service animals and break and relief areas.
- Establish a meeting schedule that makes it easier for the public to attend. Consider school, employment, holidays and competing community events.



### PREPARING FOR THE MEETING

- Contact your County-support staff for information on available accessibility and language accommodations.
- Secure the necessary technology to support the online platform.
- Develop meeting materials should be in plain language to ensure public can follow the agenda items and give comments.
- Send all materials to interpreters in advance of the meeting.

#### If using an online platform:

- Familiarize yourself with accessibility features for Zoom or Teams.
- Contact your County-support staff to review the "How-To Guide" for hosting online meetings. Obtain the necessary technology to support the online platform.
- Provide guidance to interpreters for interpretation on the select platform.



### ANNOUNCING THE MEETING AND SHARING MATERIALS

- Provide notice and available materials as soon as they are available and in accordance with the Brown Act.
- Use a variety of communication channels to connect with the public. Use email, website posts, social media, and flyer.
- Distribute communications at a variety of community sites such as county facilities, schools, and post on online bulletin boards, community newsletters, community newspapers (online and print), and other areas where people may gather like coffee shops and local stores.
- Ask people who may be interested or impacted by the work of your committee how they like to receive information. Make efforts to accommodate the requests.





# ENGAGEMENT, LANGUAGE, AND ACCESSIBILITY

## Best Practices for Brown Act Meetings



### ANNOUNCING THE MEETING AND SHARING MATERIALS **Cont.**

- Include the following accessibility request statement in all your notices:

*Disability-related accommodations necessary to facilitate meeting participation, language interpretation, including American Sign Language, and written materials in alternative languages and formats are available upon request.*

*Please submit your request at least 72 hours in advance of event to:  
(Name, 10-digit Phone, Email Contact Info)*

#### **If using an online platform:**

- Include the meeting hyperlink and a 10-digit dial-in number in the meeting invitation for people without a stable internet connection.



### CONDUCTING THE MEETING

- Clearly communicate with the public their role in the meeting and opportunities to participate, including providing comments.
- Where possible, provide multiple ways the public can provide comments, including verbal and written.
- Set participation guidelines to ensure respectful and productive dialogue.
- Remind participants to speak slowly, clearly, and to use plain language.

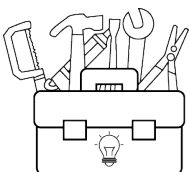
#### **If using an online platform:**

- Assign a host to the online platform and ensure they know how to set up and implement the platform's accessibility features.
- Ensure online participants can provide comments.
- Record the meeting to make it available online. Announce to all participants the meeting is being recorded.



### AFTER THE MEETING

- Follow up on any requests or inquiries received during the meeting.
- Adapt and respond to emerging community needs. If a specific approach is not working, adjust and try again.



### ADDITIONAL RESOURCES:

- A resource for hosting meetings or events:  
**Planning Accessible Meetings and Events Toolkit**

