

# **SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

## **POLICIES**

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| <b>ARTICLE 1</b>    | <b>-</b> | <b>ADMINISTRATION AND GOVERNANCE</b>                                                               |
| <b>PART 1.3</b>     | <b>-</b> | <b>BOARD AND COMMITTEE MEETINGS</b>                                                                |
| <b>SECTION 1.34</b> | <b>-</b> | <b>TECHNOLOGY DISRUPTION POLICY FOR BOARD, AIRPORT LAND USE COMMISSION, AND COMMITTEE MEETINGS</b> |

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**PURPOSE:** To establish procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the Board, Airport Land Use Commission and Committees, as required by the Ralph M. Brown Act (Gov. Code §54953.4). The policy ensures transparency, public participation, and continuity of government during technology disruptions.

### **POLICY STATEMENT:**

- (1) For the purposes of this policy:
  - a. “Disruption” means any failure, outage, or other interruption that prevents members of the public from attending or observing the meeting via these remote access services.
  - b. “Remote access services” means the two-way telephonic service and /or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.
- (2) This policy applies to all open and public meetings of the San Diego County Regional Airport Authority Board of Directors, the Airport Land Use Commission, and Committees at which remote participation is offered or required under the Brown Act.
- (3) If the Chair or Clerk becomes aware of a disruption to the Authority’s remote access services that prevents members of the public from attending or observing the meeting remotely via the two-way telephonic or two-way audiovisual platform:
  - a. The Chair or Clerk shall immediately announce the disruption to the public.
  - b. The Chair shall recess the open session. The Board, ALUC, or Committee may meet in closed session during this period, consistent with the Brown Act.
  - c. Staff shall immediately begin efforts to diagnose and restore the disrupted service.
  - d. The open meeting shall remain in recess for at least one (1) hour following the disruption or until telephonic or internet service is restored, whichever is sooner. The recess period may be extended if restoration efforts are ongoing.

- (4) The Authority shall make good faith efforts to restore remote access services, which may include:
  - a. Troubleshooting platform or teleconferencing software.
  - b. Resetting or replacing audiovisual equipment.
  - c. Attempting alternative connection methods.
  - d. Contacting necessary support staff or service providers.
  - e. Switching to back-up equipment or platforms, if available.
- (5) The Clerk, in consultation with staff or the Information and Technology Services department, shall document the restoration efforts undertaken, for the record.
- (6) The open session may be reconvened after at least one (1) hour has elapsed from the time of disruption or as soon as service is restored, whichever occurs earlier.
  - a. If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.
  - b. If the service has not been restored after one (1) hour, the Board, ALUC, or Committee may reconvene and:
    - i. Adjourn the meeting; or
    - ii. Continue the meeting in open session by adopting, by rollcall vote, the following or a substantially similar finding:
      1. Staff has made good faith efforts to restore telephonic or internet service in accordance with this Policy 1.34, and the public interest in continuing the meeting outweighs the public interest in remote public access.
  - c. Upon adoption of the finding, the Board, ALUC, or Committee may continue the open session despite the fact that remote access services have not been restored.
- (7) The Clerk shall enter a brief statement into the meeting minutes, including the following:
  - a. The nature and time of the disruption.
  - b. The restoration efforts undertaken.
  - c. The time the meeting was reconvened (if applicable).
  - d. Any finding adopted pursuant to Section 4 above.
- (8) This policy may be amended by the Board at a noticed public meeting in open session, not on the consent calendar.