

	CITY OF PALM DESERT ADMINISTRATIVE PROCEDURES	
	<i>Subject</i>	Remote Access Service Disruption Policy for Brown Act Meetings
	<i>Policy No.</i>	CLRK-***
	<i>Date</i>	Issued: Amended: N/A
	<i>Approved by</i>	Resolution No. 2026-____
	<i>Authored by</i>	City Clerk Department

I. Purpose

This policy establishes the City’s procedures for responding to disruption of telephonic or internet-based remote access services during an open and public meeting held under the Ralph M. Brown Act.

II. Applicability

This policy applies to the City Council and all boards, commissions, committees, task forces, and other legislative bodies of the City that are subject to the Brown Act.

III. Definitions

Remote access services means the telephonic and internet-based services designated by the City for the public to remotely observe a meeting, remotely provide public comment, or both.

Disruption means a failure, interruption, or loss of remote access services that prevents the public from using the designated remote access method provided for the meeting to do either of the following, as applicable:

1. Remotely observe the open session meeting.
2. Remotely provide public comment when public comment is being received.

A disruption does not include the failure of a supplemental, duplicate, or one-way stream if the public can still use the designated remote access method for the meeting to remotely observe the meeting and remotely provide public comment when public comment is being received.

IV. Required Response to Disruption

If a disruption occurs during an open session meeting, the Presiding Officer shall announce the disruption and recess the open session.

Upon recess, City staff shall immediately investigate the disruption and attempt to restore the designated remote access method for the meeting.

The open session shall remain recessed for at least one hour from the time the disruption is announced unless the designated remote access method for the meeting is restored sooner.

During the recess, the legislative body may meet in closed session only if closed session is otherwise authorized by law.

VI. Required Action After One Hour

If the designated remote access method for the meeting is restored within one hour, the legislative body may reconvene the open session and continue the meeting.

If the designated remote access method for the meeting is not restored after one hour, the legislative body shall do one of the following:

1. Adjourn the meeting.
2. Extend the recess.
3. Continue the meeting by roll-call vote after making both of the following findings:
 - a. The legislative body made the good-faith effort required by law to restore remote access services.
 - b. The public interest in continuing the meeting outweighs the public interest in restoring remote access services before the meeting continues.

VII. Roles

The Presiding Officer shall announce the disruption, call the recess, and announce the action taken when the meeting reconvenes.

The City Clerk or designee shall record the time the disruption is announced, track the duration of the recess, and report the restoration efforts and status of the designated remote access method before the legislative body decides whether to continue or adjourn.

City staff responsible for meeting technology shall investigate the cause of the disruption and take the steps necessary to restore the designated remote access method for the meeting.

VIII. Record of the Disruption

The meeting minutes shall state:

1. The time the disruption was announced.
2. Whether the disruption affected remote observation, remote public comment, or both.
3. The designated remote access method used for the meeting.
4. The time the recess began and ended.
5. The restoration efforts reported to the legislative body.
6. Whether the designated remote access method was restored.
7. Any findings adopted by roll-call vote.
8. Whether the meeting was adjourned, recessed further, or continued.

IX. Policy Interpretation

This policy shall be interpreted consistent with the Ralph M. Brown Act and any amendments to governing law.