

## MEMORANDUM 2025-46

### Meeting Schedule

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This memorandum<sup>1</sup> proposes the Commission's meeting schedule for 2026.

At its meeting on May 2, 2024, the Commission determined that a recent amendment of the Bagley-Keene Open Meeting Act authorized a new way for the Commission to conduct meetings via teleconference.<sup>2</sup> Consistent with the Bagley-Keene Open Meeting Act Guide issued by the California Department of Justice,<sup>3</sup> 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](#).<sup>4</sup> At its meeting on June 20, 2024, the Commission approved the following amendment to the Commission Handbook to reflect that decision:<sup>5</sup>

#### **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).

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<sup>1</sup>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](http://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.

<sup>2</sup> Gov't Code § [11123.5](#), as amended by [2023 Cal. Stat. ch. 216](#), § 2 (SB 544, Laird). While it was to be repealed effective January 1, 2026, [2025 Cal. Stat. ch. 222](#) (SB 470, Laird) changes the repeal date to January 1, 2030.

<sup>3</sup> California Department of Justice, [Bagley-Keene Open Meeting Act Guide 2024](#), pp. 25-26.

<sup>4</sup> [Minutes](#) (May 2024), pp. 3-4.

<sup>5</sup> [Minutes](#) (June 2024), p. 3; Memoranda [2024-22](#), pp. 2-4 and [2024-29](#), p. 3.

The staff is proposing seven in-person meetings for 2026. However, if a Commissioner 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 any of these meetings 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.<sup>6</sup> To facilitate compliance with those notice requirements, the Handbook requests that a Commissioner who is unable to attend a Commission meeting in-person notify the staff at least two days prior to the meeting.<sup>7</sup>

The Commission held five in-person meetings in 2025. The staff has proposed two more meetings than last year because the Commission may have four legislative proposals introduced in 2026, and these additional meetings will allow the Commission to respond if issues come up during the legislative process:

- January 23, 2026
- March 20, 2026
- May 22, 2026
- July 31, 2026
- September 4, 2026
- October 30, 2026
- December 10, 2026

The staff is proposing meeting on Fridays rather than Thursdays with the exception of the proposed meeting on December 10, 2026.<sup>8</sup> This change responds to feedback to staff from staff to legislative members of the Commission, indicating those members would have greater flexibility to attend meetings on Fridays during the legislative session. Approving this schedule would allow Commissioners to hold all of the meeting dates and the staff to reserve meeting rooms, subject to possible future modification.

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<sup>6</sup> 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.

<sup>7</sup> 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](#)."

<sup>8</sup> Section [300\(a\)](#) of the Handbook currently provides that Commission meetings are generally held on Thursdays; however, Memorandum 2025-48, p. 6, (not posted as of November 7, 2025) proposes revising that section to eliminate a reference to a specific day of the week.

REQUESTED MOTION AND DECISION BY COMMISSION

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

Respectfully submitted,

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Executive Director