



Use of Electronic Devices During City Council and other Public Meetings

The City of Fort Bragg understands that using Electronic Devices is necessary and useful for City Council. Electronic Devices can be used to improve communication and to help City Council and others efficiently perform their duties. This policy will ensure that the use of Electronic Devices by the City Council and Planning Commission during public meetings complies with applicable laws, including the Public Records Act and Brown Act.

Purpose.

To establish a policy governing the use of electronic devices during City Council, Planning Commission, and other public meetings.

Policy.

The City of Fort Bragg permits and promotes the utilization of technology to ensure efficient and effective conduct of the people's business, under applicable open meetings and records laws, due process rights of interested parties, and other applicable laws and city policies.

1. At meetings which Councilmembers and Planning Commissioners are subject to the provisions of the Brown Act, all cell phones will be turned off. An announcement will be made at the beginning of the meeting. There shall be no electronic communication or any other similar platform for information gathering during City Council, Planning Commission, and/or other public meetings including closed session meetings.
 - a. For emergency purposes, there will be a landline available to communicate with Councilmembers and Planning Commissioners should an emergency arise.
 - b. During all public meetings, Councilmembers or Planning Commissioners will refrain from opening e-communications. At the end of every public meeting, e-communications such as texts or emails from the public or between City officials shall be forwarded to the City Clerk for distribution and record keeping.
2. This policy ensures that Councilmembers and Planning Commissioners comply with the Brown Act, certifying that their communications do not violate due process and fair

hearing rights of parties or applications for quasi-judicial proceedings.

Compliance with this Policy

It is the responsibility of every Councilmember or Planning Commissioner to ensure that he or she is in compliance with this electronic devices policy.

Definition.

Electronic devices include desktop and laptop computers, smartphones, tablets, pagers, wearable technology, and similar devices.