



**SAN BERNARDINO COUNTY
POLICY MANUAL**

No. 02-08

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EFFECTIVE DATE June 9, 2026

POLICY: DISRUPTION OF TELECONFERENCING SERVICES DURING BOARD OF SUPERVISORS MEETINGS

APPROVED
DAWN ROWE
Chair, Board of Supervisors

POLICY STATEMENT AND PURPOSE

San Bernardino County is committed to fostering transparent government operations, encouraging public participation and engaging the public in the decision-making process of the Board of Supervisors (Board). The purpose of this policy is to describe the procedures that shall be followed in the event of a service disruption that prevents remote access to Board meetings governed by the Ralph M. Brown Act, consistent with the requirements of Government Code section 54953.4. This policy applies to all meetings of the Board for which public attendance through a two-way telephonic service is provided in accordance with Government Code section 54953.4.

DEPARTMENTS AFFECTED

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, and Board Governed Entities.

DEFINITIONS

Board: The San Bernardino County Board of Supervisors.

Clerk: The Clerk of the Board of Supervisors.

Meeting: Shall have the meaning stated in Government Code 54952.2.

Remote Participation: Telephonic participation by the public in the Board meeting, for the purpose of providing input on the decisions made by the Board.

Service Interruption: Interruption of the telephonic remote participation service.

POLICY AMPLIFICATION

The Clerk, or his/her designee, shall monitor the meeting to ensure that the remote participation is functional.

A. Disruption of Remote Participation and Good Faith Efforts to Restore Remote Participation

Immediately upon the occurrence of any disruption to the remote participation, the Clerk shall notify the Chair of the Board (Chair) and the Chair shall stop the proceedings and announce that remote participation has a service interruption and the proceedings must pause. If remote participation cannot be re-established after a brief period of time, the Chair shall announce that the open/public session is in recess. In compliance with the Ralph M. Brown Act, the Board may return to closed session during the service interruption, if needed and if public comment for closed session has already occurred.

During the recess of the open/public session, the Board, through County staff, shall make good faith efforts, for a minimum of one hour, to restore remote participation. The good faith efforts may include, but are not limited to, the following:

1. Restarting any services and tools used to facilitate remote participation, including any computers used to access those services and tools.
2. Attempting to access the service or tool from another device, such as a different computer.
3. Checking any physical network or electrical connections that may be responsible for the disruption.
4. Reviewing the service status of any service or tool used to facilitate remote access, typically through a service status tool hosted by the service or tool.
5. Resetting local network connections.

6. Contacting technical support for the services or tools used to facilitate remote participation, or the service provider of any communication or electrical service that has been disrupted.

Upon restoration of remote participation, the Clerk, or designee, shall announce that service has been restored.

If the Board is currently in closed session, the Clerk shall announce that the Board is currently in closed session and that the open/public session will resume immediately after closed session is concluded, or as otherwise directed by the Chair. If the Board is not in closed session, the Clerk shall announce that the open/public session will resume immediately when a quorum of the Board is reestablished. If the Board met in closed session during the recess, the Board shall announce any actions taken during that closed session as required under the Ralph M. Brown Act.

B. Board Meeting Resumption if Remote Participation is Not Restored

If efforts taken in accordance with this policy to restore remote participation are unsuccessful, the Board may reconvene into open/public session at any time after the minimum of one hour has elapsed.

In order to reconvene without remote participation, the Chair or Clerk shall do each of the following:

1. Announce that remote participation was unable to be restored despite good faith efforts having been made in accordance with this policy for no less than one hour.
2. Describe the efforts made to restore remote participation.
3. State that the Ralph M. Brown Act and this policy allow the Board to resume the open/public session without remote participation upon the Board making both of the following findings:
 - a. That good faith efforts to restore the telephonic or internet service have been made in accordance with this policy; and
 - b. That the public interest in continuing the meeting outweighs the public interest in remote public access.

Any member of the Board may move to adopt these findings and resume the open/public session of the meeting. The Board shall take a roll call vote on such motion. If the motion passes by majority vote (three affirmative votes), the open/public session of the meeting may resume in accordance with the posted agenda. If no motion is made, or should the motion not pass, the open/public session must immediately end.

LEAD DEPARTMENT

Clerk of the Board of Supervisors

APPROVAL HISTORY

Adopted June 9, 2026 (Item No. XX)

REVIEW DATES

June 2031