



City of Healdsburg
Policy Regarding Training for Brown Act and California Public Records Act and
Agenda Requirements

Effective Date: February 18, 2026

Approved: _____
Jeff Kay, City Manager

I. PURPOSE:

To provide information regarding training opportunities for compliance with the Ralph M. Brown Act (Gov. Code § 54950 et seq.) and the California Public Records Act (Government Code section 7920.000 et seq.), and to help ensure that “action,” as defined by the Brown Act, is not taken at a City Council meeting beyond the scope of the agenda.

II. POLICY:

A. Training

The City will provide training regarding the requirements of the Ralph M. Brown Act and the California Public Records Act for all current and future Councilmembers, members of Boards and Commissions, and staff. The training will address congregations of members of the legislative body, serial meetings, and the application of the Brown Act to social media, among other subjects.

B. Brown Act Agenda Requirements

The City Council shall not take “action,” defined as a collective decision, commitment, or vote by a majority of the Council (Gov. Code § 54952.6), on any matter unless the action is reasonably within the scope of a properly posted agenda item (Gov. Code § 54954.2(a)(1)–(2)). In furtherance of this policy, staff shall endeavor to prepare titles of agenda items that clearly reflect the substance of the item and the nature of the recommended action.

On matters not appearing on the agenda, the Council may only provide brief responses to public comments, brief announcements or reports, request clarifications from staff, or direct staff to place the matter on a future agenda, and shall not engage in substantive discussion or take action (Gov. Code § 54954.2(a)(2)).

Action on non-agendized items is permitted only under the statutory exceptions for emergencies, items requiring immediate action that arose after posting, or recently continued items, and only with the required findings and vote thresholds (Gov. Code §§ 54954.2(b), 54956.5).