

## Tiffany Wilhelm

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**From:** Tiffany Wilhelm  
**Sent:** Thursday, October 31, 2019 2:45 PM  
**To:** vmtim@pulsarco.com  
**Subject:** RE: Brown Act requirements

Dear Tim,

We are currently reviewing your request.

Thank you.

Tiffany Wilhelm  
District Executive Assistant  
Hamilton Unified School District  
620 Canal Street, PO Box 488  
Hamilton City, CA 95951  
P: (530) 826-3261 Ext. 6011  
F: (530) 826-0440  
www.husdschools.org

-----Original Message-----

From: vmtim@pulsarco.com <vmtim@pulsarco.com>  
Sent: Wednesday, October 30, 2019 4:12 PM  
To: Tiffany Wilhelm <TWilhelm@husdschools.org>  
Subject: Brown Act requirements

Sacramento Valley Mirror Sacramento Valley Mirror  
138 W. Sycamore St., Willows, Ca. 95988  
Phone: 530-934-9511; Fax 530-934-9208; e-mailvalleymirror@pulsarco.com

Oct. 31, 2019

Hamilton Unified School District  
Ladies and gentlemen:

This a formal request for all agendas and back-up material, required at least 72 hours before regular meetings, and this letter also serves as our standing request for notification in case of special and emergency meetings. These requests are made pursuant to the Ralph M. Brown Act, also known as the California Open Meetings Law.

By this letter we make formal our annual request for the year 2018, under The Brown Act for copies of your agendas for regular, special and emergency meetings. In the interests of saving time and money, these may be faxed to us at 934-9208.

As you probably know, SB 138 by Senator Quentin Kopp, which took effect Jan. 1, 1999 made a number of changes in the Ralph M. Brown Act, especially in the area of public notice requirements and what types of gatherings are permitted under what circumstances.

We are sending you this letter to avoid confusion and establish a clear understanding of our expectations.

1. Notice of Meetings.

a. Advisory and Standing Committees: We hereby request to be given no less than 24-hour written notice of every meeting of every committee of every legislative body within your agency, as provided in Government Code Section 54956, except for those meetings conducted pursuant to a formally adopted regular meeting schedule. We ask this because while under SB 138 advisory and standing committees are no longer required to adopt regular meeting schedules, in the absence of such a schedule all meetings of the committee would become special meetings, with the requisite direct written notice to requesting media. If it will be your policy to continue a formally adopted regular meeting schedule for your committees, please advise us accordingly.

b. Form of Delivery of Special Meeting Notices. We ask that you inform us of what manner of delivery we may expect for the 24-hour notice of special meetings. Under SB 138 you may now use any means of delivery of the written notice, including but not limited to the prior options, namely personal delivery or mail. We ask for this clarification so that if, for example, you plan to employ fax or electronic mail, we can provide you with the information to get the notice to the department responsible for covering your meetings.

2. Attendance at Other Meetings. SB 138 allows legislative bodies to attend meetings of other legislative bodies, including their own standing committees, without posting notice to that effect. But to avoid surprise and confusion in this regard, we ask that you clarify whether, and under what circumstances, you or other legislative bodies within your agency, would expect to have a majority of the members present at meetings of other local bodies.

We hope that this written request is clear. We thank you for your cooperation.

Sincerely,

Tim Crews  
Editor/Publisher

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