# CALIFORNIA PUBLIC RECORDS & MEETINGS

## SB 707 AND THE BROWN ACT

This one-pager offers a plain-language overview of two key California transparency laws—and how agencies can meet their requirements with confidence.

- **SB 707 (California Public Records Act updates)** focus on public access to government records and information.
- **The Brown Act** protects the public's right to attend, observe, and participate in local agency meetings.

Use this resource as a quick reference—not legal advice—to understand what's required and where to focus your compliance efforts.

| | REQUIREMENT | BILL TEXT & CITATION | HOW PUBLICINPUT HELPS |
|---|---|---|---|
| ☐ | **Public meetings portal (webpage) with translation**<br><br>(An accessible online hub showing meeting schedules, agendas, and instructions, available in multiple languages.) | "Create and maintain an accessible internet webpage dedicated to public meetings … explanation of process; procedures; calendar."<br><br>"The accessible internet webpage … shall be translated into all applicable languages … §54953.4(b)(3)(B)(i)–(ii) and (c)(1)(B) | Public Engagement Hub: branded, accessible meeting portal with calendar, process explainer, agenda/packet links, translatable into 100+ languages. |
| ☐ | **Translated agendas for languages meeting LEP thresholds**<br><br>(Agendas must be translated when 20% or more of the local population speaks a language other than English.) | "The agenda for each meeting … shall be translated into all applicable languages … 'Applicable languages' = ≥20% of applicable population and ≥20% of that group speaks English < "very well." §54953.4(c)(1)(A); (d)(1) | Translated digital agendas: Synchronized from Legistar, digital agendas can be translated into 100+ languages. |

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| | **Agenda posting and web accessibility standards**<br><br>*(Agendas posted at least 72 hours in advance; searchable, downloadable, and accessible in alternative formats.)* | "Post agenda at least 72 hours in advance … on the agency website … provide alternative formats on request; online postings must be retrievable, downloadable, searchable, machine-readable, and unrestricted." §54954.2(a)(1), (a)(1)(B)–(C)(i)–(ii), (a)(2)(A)–(B) | Compliant publishing: one-click publish from Legistar/OneMeeting sync. Machine-readable, ADA accessible HTML agendas. |
| | **Hybrid public access**<br><br>(Opportunities to join meetings in person, by phone, or via video/online platform.) | "All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform …" §54953.4(b)(1)(A)(i)(I)(ia) | Built-in hybrid access: toll-free dial-in and browser-based participation.<br>Managed queue for in-person and virtual attendees. |
| | **Captioning and call-in options for audiovisual meetings**<br><br>*(Automatic captions and publicly posted dial-in numbers for all virtual participants.)* | "… if [the body] provides a two-way audiovisual platform, [it] shall publicly post and provide a call-in option, and activate any automatic captioning function …" §54953.4(b)(1)(A)(ii) | Captions + call-in: Live captions generated during the meeting with real-time translation. Automatically display Dial-in numbers & instructions. |
| | **Pause for technical issues**<br><br>(If livestream or call-in fails, meetings must pause and restore access before continuing.) | "If a disruption prevents attendance/observation, [the body] shall recess for ≥1 hour and make good-faith restoration attempts; if not restored, adopt a roll-call finding …" §54953.4(b)(1)(A)(i)(I)(ib)–(Ic) | Built in redundancy: Creates separate, concurrent phone and video livestream feeds to ensure continuity. |

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| ☐ | **Equal time for remote public comment**<br><br>*(Remote participants must have the same speaking time as in-person attendees.)* | "… shall provide the public with an opportunity to provide public comment via the two-way platform, and ensure the same time allotment as in-person." §54953.4(b)(1)(B)(i) | Equal-time for speakers: identical time presets for phone and in-person speakers |
| ☐ | **Real-time comment during teleconference meetings**<br><br>(Comments can be submitted live—advance submissions are not required.) | "Shall not require public comments to be submitted in advance … and must provide an opportunity to comment in real time." §54953.8(b)(4) (+ timing in §54953.8(b)(6)) | Live comment intake: open/close queue per item. Accommodate live speakers in-person and remotely. |
| ☐ | **Outreach to underrepresented communities**<br><br>(Agencies must make extra efforts to invite non-English-speaking or historically underrepresented groups.) | "Make reasonable efforts to invite groups that do not traditionally participate … non-English-speaking communities and community organizations." §54953.4(b)(3)(C) | Targeted outreach tools: multi-lingual email campaigns, CBO network, Caltrans data sharing. |

## Important Resources

For authoritative guidance, consult official materials from the California Attorney General's Office.

- **Full Text**: *The Brown Act: Open Meetings for Local Legislative Bodies*
- **Full Text**: *SB 707 and the California Public Records Act*
- **Application Guidance**: *Meeting the Mandate: Ensuring Compliance with California's SB 707*
- **Best Practice**: *6 Things You Should Be Doing Now to Prepare for SB 707 Compliance*

## Discover How PublicInput Can Help

If you're curious how your agency can run meetings more efficiently, make participation easier for the public, and stay confidently compliant, our team is here to help. Schedule a demo to explore practical solutions and see PublicInput in action.

**GET A DEMO**