



**ORANGE COUNTY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS RALPH M. BROWN ACT MEETING
TECHNOLOGY DISRUPTION POLICY**

Policy#: _____

Origination Date: _____

Revised Date: _____

I. PURPOSE

Effective July 1, 2026, all meetings of the Orange County Transportation Authority (OCTA) Board of Directors (Board), including Board committees, will allow remote public participation in compliance with the Ralph M. Brown Act (Brown Act) (Government Code Section 54950 et seq.). This policy addresses the steps OCTA will take to attempt to restore remote public access in the event of a technology disruption during a meeting that prevents members of the public from remotely attending or observing the meeting.

II. POLICY

This policy addresses the procedures for recessing and reconvening a meeting in the event of a technology disruption and the efforts that OCTA will make to attempt to restore the service.

III. DEFINITIONS

- A. Director – A member of the OCTA Board.
- B. Remote Service – A two-way telephonic service, a two-way audiovisual platform (e.g., Zoom), or other means of remote public participation permitted by the Brown Act.
- C. Technology Disruption – A disruption in the two-way telephonic service or two-way audiovisual platform (e.g., Zoom) that prevents the public from remotely attending or observing a meeting.

IV. PROCEDURE

A. Meeting Recess

1. If there is a technology disruption in the remote service that prevents members of the public from attending or observing the open session portion of a meeting through the remote service, the Board shall recess the open session of the meeting for at least one hour, and OCTA staff will make a good faith attempt to restore the remote service, as outlined in Section IV.B of this policy.
2. The Board will not reconvene the open session of the meeting until at least one hour following the technology disruption has lapsed, or until the remote service is restored, whichever is earlier.
3. The Board may meet in closed session during the technology disruption.

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B. Restoration Efforts

1. During the technology disruption, staff will promptly evaluate the issue and determine the appropriate steps to restore remote service. This includes checking network and platform status, confirming power and physical connections, reviewing system logs, and troubleshooting or restarting affected hardware, software, or control systems as needed.
2. Staff will also coordinate with Information Systems personnel and external service providers, when necessary, to resolve connectivity or related technical issues.

C. Reconvening the Meeting

1. Upon restoration of the remote service, the Board may immediately reconvene the meeting.
2. If the remote service is unable to be restored and OCTA has made good faith attempts to restore the remote service for at least one hour, the Board may reconvene and continue the meeting after adopting a finding, by a rollcall vote, that good faith efforts to restore the remote service were made in accordance with this policy and that the public interest in continuing the meeting outweighs the public interest in remote public access.

V. EXCEPTIONS

- A.** This policy only applies to noticed Brown Act meetings of the OCTA Board and its Board committees and does not apply to any other OCTA meetings that may otherwise be subject to the Brown Act, including OCTA's public committees.
- B.** This policy does not apply to meetings expressly exempted under the Brown Act, including meetings held to do any of the following:
 1. Attend a judicial or administrative proceeding to which OCTA is a party.
 2. Inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.
 3. Meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting OCTA and over which the federal or state officials have jurisdiction.
 4. Meet in or nearby an OCTA-owned facility, provided that the topic of the meeting is limited to items directly related to the facility.
 5. Meet in an emergency situation.

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C. OCTA's Chief Executive Officer, in consultation with General Counsel, is authorized to make changes to this Policy to comply with changes to the Brown Act as it may be amended. The OCTA Board will be promptly notified of any changes.

VI. PROVISIONS AND CONDITIONS

Not applicable.

VII. RELATED DOCUMENTS

None.

END OF POLICY