



# Shirley N. Weber, Ph.D.

## California Secretary of State Elections Division

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### Do's and Don'ts of Bagley-Keene

#### Do's:

- Do ensure that your communications are open to the public, also making sure that any documents created for or received by the committee are shared with the public.
- Do submit agenda items for discussion, and then stick to the agenda items during open meetings.

#### Don'ts:

- Don't e-mail or call all or a majority of the committee about a topic of interest or work being performed by the committee.
- Don't have pre-meetings with a majority of the committee before a full meeting of the committee.
- Don't take an opinion straw poll of how a majority of the committee is going to vote on a certain topic.
- Don't send text messages or pass notes with other members during a meeting.
- Don't e-mail or call a minority of the committee and have someone else e-mail or call the rest of the committee. Such a serial chain of communication about a topic is prohibited.
- Don't have your representatives or subordinates communicate with a majority of the committee on your behalf.
- Don't discuss or consider items not on the agenda for a meeting.