



Board Policy No. 111

Technology Disruption Policy

ADOPTED: 6/24/2026

RECENT AMENDMENT: N/A

SEE ALSO: 101

SUBJECT CATEGORY: SECTION 100, GOVERNANCE & ADMINISTRATION

SUBSECTION: ADMINISTRATION

CONTROL DEPARTMENT: DISTRICT SECRETARY

I. PURPOSE

This policy establishes procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the AC Transit Board of Directors, as required by the Brown Act (Gov. Code § 54953.4). The policy ensures transparency, public participation, and continuity of government during technology disruptions.

II. PERSONS AFFECTED

AC Transit Board of Directors, employees, and members of the public.

III. DEFINITIONS

For purposes of this policy:

“Disruption” means any failure, outage, or other interruption that prevents members of the public from attending or observing the meeting via Remote Access Services.

“Remote Access Services” means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

IV. POLICY

1. Procedures in the Event of a Service Disruption

- A.** If the Board President, General Counsel, or Board Administrative Officer/District Secretary becomes aware of a disruption to the remote access services that prevents members of the public from attending or observing the meeting remotely:
 1. The Board President, General Counsel, or Board Administrative Officer/District Secretary shall immediately announce the disruption to the public.
 2. The Board President shall then call for a recess of the open session, consistent with the Brown Act.
 3. Staff shall begin efforts to diagnose and restore the disrupted service.

4. The meeting shall remain in recess for at least one hour or until service is restored, whichever is sooner. The Board may convene a closed session during the recess. The recess period may, at the discretion of the Board, be extended if restoration efforts are ongoing.
5. If, after one hour, service has not been restored, the meeting may reconvene if a majority of the Board makes the following finding by roll-call vote:
 - a. Good faith efforts to restore the service have been made in accordance with this policy adopted under California Government Code section 54953.4(b)(1)(A)(i)(la); and
 - b. The public interest in continuing the meeting outweighs the public interest in remote public access.

B. Efforts to Restore Service

1. The District staff shall make good faith efforts to restore remote access services, which may include:
 - Troubleshooting platform or teleconferencing software
 - Resetting or replacing audiovisual equipment
 - Attempting alternative connection methods
 - Contacting necessary support staff or service providers
 - Switching to backup equipment or platforms, if available
2. The Board Administrative Officer/District Secretary shall document the restoration efforts undertaken.

C. Reconvening the Open Session

1. The open session may be reconvened after at least one hour has elapsed from the time of disruption or as soon as service is restored, whichever occurs earlier.
2. If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.
3. If service has not been restored after one hour, the Board of Directors meeting may reconvene and:
 - a. Adjourn the meeting; or
 - b. Continue the meeting in open session by adopting, by roll call vote, the following, or a substantially similar, finding:

“The Alameda-Contra Costa Transit District has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access.”

Upon adoption of the finding, the legislative body may continue the open session despite the fact that remote access services have not been restored.

D. Recordkeeping

The Board Administrative Officer/District Secretary shall enter a brief statement into the meeting minutes, including the following:

1. The nature and time of disruption
2. The restoration efforts undertaken
3. The time the meeting was reconvened (if applicable)
4. Any finding adopted pursuant to Section C.3.

V. AUTHORITY

A. Board Authority

This policy may be amended by the AC Transit Board of Directors at a noticed public meeting in open session, not on the consent calendar.