

**DISTRICT COUNSEL EMAIL RESPONSE RE: TAKING ACTION ON ANY ITEM ON
MEETING AGENDA**

Dear All:

As I advised at the last ICOC meeting, as the Board of Education also does occasionally, the denoting of a matter as action or information or both is not a requirement of the Brown Act. As long as the matter is on the agenda and has a brief general description in 20 words or less of what the committee will be considering, action may be taken despite any label. (The same goes for “first reading” and “second reading” since any deliberative body may waive its own rules in this regard.)

That said, it is not good practice to define some matters on a routine basis as “information only” and then take action on routine basis.

Thanks.