

# Code of Conduct for TRANSPAC Meetings

Adopted: February 12, 2026

## I. Purpose

The Transportation Partnership and Cooperation (TRANSPAC) is committed to conducting open, transparent public meetings in a respectful environment that encourages civic participation. This Code of Conduct establishes standards for behavior during meetings of the TRANSPAC Board and other committees (TRANSPAC committees), applicable to both committee members and members of the public participating in person or remotely.

This policy is adopted pursuant to the Ralph M. Brown Act (California Government Code Section 54950 et seq.), as amended by Senate Bill 707 (2025), which expressly affirms the authority of local agencies to remove or restrict participation by individuals engaging in disruptive behavior during in-person, teleconferenced, or hybrid meetings.

## II. Commitment to Open Public Participation

TRANSPAC values and encourages public participation in its meetings. Under Government Code § 54954.3, members of the public have the right to attend TRANSPAC meetings and directly address the Board on agenda items and matters within TRANSPAC's jurisdiction. This Code of Conduct supports that right while ensuring meetings are conducted in an orderly, efficient, and respectful manner.

All participants—members of TRANSPAC committees, staff, and members of the public—are expected to treat one another with courtesy and respect, even when expressing disagreement.

## III. Standards of Conduct for Committee Members

Members of TRANSPAC committees are expected to:

- Treat fellow members, staff, and members of the public with respect and courtesy
- Listen attentively to public comments without interrupting speakers
- Focus discussion on the issues and avoid personal attacks
- Respect the authority of the Chair to manage meeting conduct
- Comply with Brown Act requirements regarding serial meeting violations
- Maintain confidentiality of closed session matters
- Disclose conflicts of interest and recuse themselves when appropriate
- Model respectful behavior for all meeting participants

## IV. Public Comment Guidelines

### A. Opportunity for Public Comment

Members of the public may address TRANSPAC committees during designated public comment periods:

- General public comment on items not on the agenda

- Public comment on specific agenda items when called by the Chair

## **B. Public Comment Procedures**

Speakers are requested to:

- State their name and city of residence at the beginning of their comments
- Indicate whether speaking on behalf of themselves or an organization
- Limit comments to the time allotted
- Address comments to the committee as a whole through the Chair
- Focus comments on matters within TRANSPAC's jurisdiction

## **C. Written Public Comment**

Written comments may be submitted by email to TRANSPAC staff by 3:00 PM the day before the meeting. Written comments will be distributed to committee members and included in the meeting record. Speakers may reference written submissions during oral public comment without repeating the entire content.

## **V. Prohibited Disruptive Behavior**

The following behaviors are considered disruptive and are prohibited at TRANSPAC committee meetings, whether occurring in person or through remote participation:

### **A. Conduct That Disrupts the Orderly Conduct of Meetings**

- Speaking without being recognized by the Chair
  - Exceeding established time limits after being notified
- Interrupting other speakers or committee members
- Engaging in loud, boisterous, or disruptive outbursts
  - Using audio or visual equipment that disrupts the meeting

### **B. Disruptive Remote Participation**

Remote participants engaging in the following conduct will be subject to immediate removal:

- Displaying inappropriate, offensive, or sexually explicit material via video
- 'Zoom-bombing' or similar deliberate disruption of virtual meetings
- Sharing inflammatory or discriminatory images, videos, or screen content
- Using virtual backgrounds, filters, or usernames that contain offensive, discriminatory, or threatening content
- Broadcasting from inappropriate locations (e.g., showing nudity, illegal activity)
- Hacking, disrupting, or interfering with the technology platform
- Recording or broadcasting the meeting to third-party platforms in violation of meeting rules
- Creating excessive background noise during remote participation

### **C. Threatening or Abusive Conduct**

- Threats of physical violence or harm
- Physically aggressive or intimidating behavior
- Profane, obscene, or abusive language directed at committee members, staff, or other attendees
- Personal attacks, insults, or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or other protected characteristics
- Cyberbullying or harassment through remote meeting platforms
- Using inflammatory language or imagery intended to incite disorder

### **D. Other Prohibited Conduct**

- Displaying signs or banners that obstruct the view of others
- Distributing materials in a manner that disrupts the meeting
- Refusing to comply with reasonable directives from the Chair or meeting security
- Recording or photographing in a manner that disrupts the meeting

## **VI. Authority of the Chair**

The Chair has the authority to maintain order and decorum during meetings pursuant to Government Code Sections 54957.95 and 54957.96. This authority includes:

- Recognizing speakers and managing speaking order
- Enforcing time limits for public comment
- Ruling on points of order and procedural questions
- Issuing warnings to individuals engaging in disruptive behavior
- Removing or restricting participation of individuals who engage in disruptive behavior, whether attending in person or remotely
- Calling a recess when necessary to restore order
- Requesting law enforcement assistance when necessary

## **VII. Progressive Response to Disruptive Behavior**

When disruptive behavior occurs, the Chair will generally follow these progressive steps:

**Step 1: Warning.** The Chair will issue a clear warning to the individual that their conduct is disruptive and must cease. The warning will identify the specific problematic behavior and remind the individual of this Code of Conduct.

**Step 2: Second Warning and Time Limit.** If the disruptive behavior continues after the first warning, the Chair will issue a second warning and may limit the individual's remaining speaking time or participation privileges.

**Step 3: Removal of Speaking Privileges.** If disruptive behavior continues after two warnings, the Chair may terminate the individual's speaking privileges for that meeting. For remote participants, this may include muting the individual's audio and/or disabling their video.

**Step 4: Removal from Meeting.** If an individual continues to be disruptive after removal of speaking privileges, or if the conduct is severely disruptive from the outset, the Chair may order the individual removed from the meeting. For in-person attendance, this may involve requesting law enforcement assistance. For remote attendance, the individual's connection will be terminated and they may be blocked from rejoining.

### **Immediate Removal Without Warning**

The Chair may order immediate removal without prior warning for conduct that:

- Threatens violence or physical harm
- Constitutes a clear and present danger to meeting participants
- Makes it impossible to continue the meeting
- Violates law (e.g., assault, criminal threats, trespass after warning)
- Constitutes 'Zoom-bombing' or similar deliberate technological disruption
- Displays sexually explicit, violent, or illegal content via remote connection

## **VIII. Special Provisions for Remote Participation Disruptions**

The authority to address disruptive behavior extends equally to participants attending remotely via two-way telephonic or audiovisual platforms. The Chair and TRANSPAC staff have the authority to:

- Mute disruptive participants temporarily or for the remainder of the meeting
- Disable video for participants displaying inappropriate content
- Remove individuals from the virtual meeting platform
- Block participants from rejoining after removal
- Enable waiting rooms or registration requirements to prevent repeated disruptions
- Report serious violations to law enforcement or platform providers

TRANSPAC will make reasonable efforts to identify individuals engaging in disruptive remote participation. However, unidentified or anonymous participants engaging in disruptive behavior (such as 'Zoom-bombing') may be removed immediately without warning or opportunity to be heard.

## **IX. Documentation and Appeals**

### **A. Meeting Minutes**

When the Chair removes or restricts an individual's participation, the action and the reason will be recorded in the meeting minutes.

### **B. Right to Address Removal**

An individual who has been removed from a meeting may submit a written request to TRANSPAC staff to address the applicable TRANSPAC committee at a subsequent meeting regarding the removal. The committee may, at its discretion, allow the individual to speak and may reconsider any restrictions on future participation.

## **X. Assistance and Accommodations**

TRANSPAC is committed to providing equal access to meetings for all individuals. Persons requiring disability accommodation, language interpretation, or other assistance should contact TRANSPAC staff at least 48 hours before the meeting.

## **XI. Policy Review**

This Code of Conduct will be reviewed as needed to reflect changes in law and best practices.

## **XII. Public Notice**

This Code of Conduct will be:

- Posted on the TRANSPAC website
- Referenced on all meeting agendas
- Available at the meeting location
- Provided upon request in alternative formats