

# California Fire & Rescue Training Authority

POLICY TITLE: Council Meeting Conduct

Issue Date: 2/9/2011

POLICY NUMBER: 5030

Revised:

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- 5030.1** Meetings of the Governing Council shall be conducted by the Council Chair in a manner consistent with the policies of the Authority. Policy No. 5070, "Rules of Order for Council," shall be used as a general guideline for meeting protocol.
- 5030.2** All Council meetings shall commence at the time stated on the agenda and shall be guided by same.
- 5030.3** The conduct of meetings shall, to the fullest possible extent, enable Council Members to:
- 5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
  - 5030.3.2** Receive, consider and take any needed action with respect to reports of accomplishment of Authority operations.
- 5030.4** Provisions for permitting any individual or group to address the Council concerning any item on the agenda of a special meeting, or to address the Council at a regular meeting on any subject that lies within the jurisdiction of the Governing Council, shall be as followed:
- 5030.4.1** Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter. The maximum time limits may be waived by the Chair or by the Governing Council.
  - 5030.4.2** No boisterous conduct shall be permitted at any Council meeting. The Council shall abide by the Ralph M. Brown Act in addressing disorderly conduct during Council meetings.