

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Council Meetings
POLICY NUMBER: 5010

Issue Date: 2/9/2011
Revised:

5010.1 The Governing Council shall set regular meetings. The date, time and place of the Council's regular meetings shall be fixed by Council resolution or other action authorized by law. All meetings of the Council shall comply with the Brown Act (Government Code §54950 et. seq.) Records of all actions taken by the Council shall be kept and made available as required by law.

5010.2 Special Meetings (Non-Emergency) of the Governing Council

5010.2.1 All Council Members shall be notified of the special Council meeting and the purpose or purposes for which it is called at least 24 hours prior to the meeting. Notice shall be provided pursuant to the Ralph M. Brown Act (Government Code §§ 54950 *et seq.*). Said notification shall be in writing, and shall specify the time and place of the special meeting and the business to be transacted or discussed.

5010.2.2 Newspapers of general circulation in the Authority's region, radio stations and television stations that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 *et seq.*) shall be notified of the special meeting in writing, which shall be delivered no later than 24 hours in advance of the meeting.

5010.2.3 An agenda shall be prepared as specified for regular Council meetings in Policy #5020. The agenda may be used as the notice of special meeting in which case it shall be delivered to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Council at any special meeting.

5010.3 Special Meetings (Emergency)

In the event of an emergency situation involving matters upon which an emergency meeting is authorized by the Ralph M. Brown Act, the Governing Council may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1, above. An emergency situation is defined in section 54956.5 of the Brown Act and includes, among other things, a crippling disaster which severely impairs public health, safety, or both.

5010.3.1 The Council shall abide by all provisions of the Ralph M. Brown Act (Government Code § 54950 *et seq.*) concerning providing notice of an emergency meeting and posting of minutes.

5010.4 Adjourned Meetings

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The Governing Council may adjourn a meeting in accordance with Government Code section 54955 or its successor statute.

5010.5 Annual Organizational Meeting

The Governing Council shall hold an annual organizational meeting at the close of the calendar year. At this meeting the Council will elect a Council Chair, Vice Chair and Secretary from among its members to serve during the coming calendar year.

5010.6 The Chairperson of the meetings may revise the order in which agenda items are to be considered for discussion and/or action by the Council.

5010.7 The Chairperson and the Executive Director shall ensure that information is provided to members of the public pursuant to the Ralph M. Brown Act during meetings of the Governing Council and that physical facilities for said meetings are accessible to the public.