

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Council Meeting Agenda
POLICY NUMBER: 5020

Issue Date: 2/9/2011
Revised:

- 5020.1** The Executive Director, in cooperation with the Council Chair, shall prepare an agenda for each regular and special meeting of the Governing Council. Any Council Member may call the Executive Director and request any item to be placed on the agenda no later than four (4) business days prior to the scheduled meeting date.
- 5020.2** Any member of the public may request that a matter directly related to Authority business be placed on the agenda of a regularly scheduled meeting of the Governing Council, subject to the following conditions:
- 5020.2.1** The request must be submitted to any member of the Governing Council, together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.
 - 5020.2.2** The Governing Council member shall confer with the Executive Director in determining whether the public request is a "matter directly related to Authority business." If the item is placed on the Council's agenda, staff shall not be required to prepare a staff report for the item.
 - 5020.2.3** No matter that is a proper subject for consideration by the Council in closed session, pursuant to the Ralph M. Brown Act, will be accepted under this policy.
 - 5020.2.4** The Governing Council may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 5020.3** This policy does not prevent the Council from taking testimony at regular and special meetings of the Council on matters that are not on the agenda and that a member of the public may wish to bring before the Council. However, the Council shall not discuss or take action on such matters at that meeting.
- 5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Council, shall be posted conspicuously for public review pursuant to the Ralph M. Brown Act.
- 5020.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting pursuant to the Ralph M. Brown Act.