

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Council Actions and Decisions **Issue Date:** 2/9/2011
POLICY NUMBER: 5040 **Revised:**

5040.1 Actions by the Governing Council include but are not limited to the following:

5040.1.1 Adoption or rejection of policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Approval or rejection of any contract or expenditure;

5040.1.4 Approval or rejection of any proposal that commits Authority funds or facilities; and

5040.1.5 Approval or disapproval of matters that require or may require the Authority or its employees to take action and/or provide services.

5040.2 Action may only be taken by a unanimous affirmative vote of the Governing Council present at a meeting (provided a quorum has been achieved).

5040.3 The Council may give directions that are not formal action. Such directions do not require a motion and a vote. Such directions include the Council's directives and instructions to the Executive Director.

5040.3.1 The Council Chair shall determine by consensus a Council directive and shall state it for clarification. Should any two Council Members challenge the statement of the Council Chair, a voice vote may be requested.

5040.3.2 If a directive is disputed, it may be placed on a future agenda for Council consideration, or a new directive may be made to take some other action (such as refer the matter to the Executive Director for review and recommendation, etc.)