

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Council Meeting Conduct
POLICY NUMBER: 5030

Issue Date: 2/9/2011
Revised:

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 follows:

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.