



CESA State Board Policy

Title	Special Emergency Telephonic/Electronic Board Meeting Policy	Original Approval Date March 1, 2013
		Revision & Re-adoption Date(s) Jan 2017 October 8, 2013
Purpose	The purpose of this policy is to define the Electronic Meeting policy and procedures for CESA Emergency Association Board meetings.	
Section	The Association Board adopted the following policy:	
1.0	Article VII Section 9 and Section 13 of the California Emergency Services Association (CESA) Constitution permits calling Special (Emergency) Association Board meetings and the utilizing of telephonic or other electronic means at any time by order of the President or Vice-President/Secretary or two or more of the Directors.	
2.0	Special (Emergency) Association Meetings conducted using telephonic, other electronic means, face-to-face, or any combination of these methods must be scheduled at least three days in advance. Directors shall be notified immediately (within 24 hours) of the call for a special meeting and (if applicable) be provided access information at least 24 hours before the meeting. This may include a call-in phone number, passcode, URL address and detailed instructions for participation from the CESA Executive Director	
3.0	Participation in meeting by electronic transmission or electronic video screen communication is permitted if, in advance of a meeting, such participation is approved by a majority of the Association Board.	
4.0	Directors of the Association Board may participate in a meeting by means of electronic transmission by and to CESA or by electronic video screen communication, so long as all members participating in such meeting can hear one another.	
5.0	Special (Emergency) Meetings shall be restricted to a single subject matter which requires urgent action which cannot be dealt with efficiently using a regularly scheduled meeting.	
6.0	The Association President shall ensure, if practical and the subject is not of a confidential (personnel) nature, that methods are in place to permit interested members to monitor, or virtually attend, any scheduled Association Board meeting held solely by telephonic or other electronic means.	
7.0	Any telephonic called meeting will have minutes taken by the Vice President/Secretary or if delegated to the CESA Executive Director.	
8.0	The Association President or any Director may invoke a roll call vote to ensure accuracy of any vote count.	