

 <p>CESA California Emergency Services Association <i>Southern Chapter</i></p>		<p>Policy</p> <p>SCB 3</p>
Title	Special (Emergency)Telephonic/Electronic Chapter Board Meeting Policy	Date Created 6/24/13
		Date Updated
Purpose	To describe the procedure for authorizing the use of telephonic or other electronic means to conduct emergency CESA-Southern Chapter Board Meetings (also known as Southern California Emergency Services Association (SCESA))	
Section	The CESA Southern Chapter Board adopted the following Policy:	
1.0	Article VII Section 9 and Section 13 of the Southern California Emergency Services Association (SCESA) Constitution permits conducting special Chapter Board meetings and the utilizing telephonic or other electronic means so long as it is approved in advance by the majority of the Chapter Board and that all participating Chapter Directors have the means to hear and be heard for the conduct of the meeting.	
2.0	A Special (Emergency) Meeting may be called by the Chapter President, any Chapter Vice President, the Chapter Secretary or any 2 Chapter Directors.	
3.0	Special (Emergency) Meetings conducted using telephonic, other electronic means, face-to face, or any combination of these methods must be scheduled at least 3 days in advance.	
4.0	Chapter Directors shall be notified immediately (within 24 hours) of the call for a special meeting and be provided access information at least 24 hours before the meeting. This may include a call-in phone number, pass codes, URL address(es) and detailed instructions for participation.	
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 Chapter 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 Chapter Board meetings held solely by telephonic or other electronic means.	
7.0	The Chapter President shall ensure that all participating Directors shall be able to hear and be heard during meeting conduct.	
8.0	Any Chapter Director or the Chapter President may invoke a roll call vote to ensure accuracy of the vote count.	

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