

**EL DORADO COUNTY LOCAL DISASTER COUNCIL
POLICY MANUAL**

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DEFINITIONS

AFFIRMATIVE VOTE:

Majority vote of quorum present

THE COUNCIL:

The El Dorado County Local Disaster Council

OFFICERS OF COUNCIL:

Chairperson
Vice Chairperson
Secretary

QUORUM:

Four (4) voting members

MEETINGS:

Regular: Meeting of the Council and the Community
Business: Meeting of the Voting Members which the public may attend
Special: Meeting called either by OES or the Council to address a specific topic
Emergency: Meeting called by OES to address any issue or phase of an emergency

EXCUSED ABSENCE:

An absence for which the Member has contacted the Chairperson or the Secretary in advance

This Policy Manual must be viewed in conjunction with the El Dorado County Codes
and The Council's Standing Rules.

Revised March 13, 2014

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BASIS OF AUTHORITY

The El Dorado County Local Disaster Council is formed pursuant to the Emergency Services Act, Government Code Sections 8550-8668, and El Dorado County Ordinance Code Sections 2.42.030-2.42.060.

PURPOSE OF POLICIES

It is the intent of the El Dorado County Local Disaster Council to maintain a Manual of Policies. This, along with the County Codes, will be comprehensive and will serve as a resource for appointed members, staff, and members of the public in determining the manner in which matters of Council business are to be conducted.

If any policy or portion of a policy contained within this manual of policies is in conflict with rules, regulations or legislation having authority over the El Dorado County Disaster Council, said rules, regulations or Legislation shall prevail.

ADDITION/AMENDMENT OF POLICIES CONTAINED HEREIN

Any member of the EDCLDC or staff member of the OES may propose that the EDCLDC adopt a new policy or amend an existing policy. That individual should submit a written draft of the proposed adoption or amendment to the Council's Secretary for distribution to each Council Member, each OES Staff Member, and request that the item of proposed adoption or amendment be included on the agenda for consideration at a Regular or Business Meeting of the Council.

Before considering adopting or amending any policy, the Council shall have the opportunity to review and discuss the proposed policy or amendment at a Regular or Business Meeting of the Council prior to the meeting at which adoption is to be voted upon. Copies of the proposed policy or amendment shall be included in the Agenda Information Packet for the meeting at which it is to be considered and shall be made available to each Council Member for review at least Four (4) days prior to such meeting.

Adoption of new policies or amendment of existing policies shall occur at Regular or Business Meetings of the Council and shall require an affirmative vote.

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MEMBERS

LOCAL DISASTER COUNCIL – POWERS AND DUTIES

It shall be the duty of the EDCLDC to *advise and make recommendations* to the Board of Supervisors *on all matters pertaining* to the County's level of disaster preparedness and emergency response.

ATTENDANCE AT MEETINGS

The Secretary of the EDCLDC will contact any voting Council Member who fails to attend, or answer a "Call to Meeting" for two (2) consecutive Council Meetings informing such Member that if he/she fails to attend three (3) consecutive Meetings, the Supervisor/Appointing Agency that appointed him/her will be so notified. Said Supervisor/Appointing Agency will then decide whether or not that Council Member will be replaced.

COUNCIL CHAIRPERSON

The Chairperson of the EDCLDC shall serve as Chairperson at all Council meetings. He or she shall have the same right to introduce Motions, Resolutions and Ordinances, discuss ensuing questions and vote as do other voting members of the Council.

In the absence of the Chairperson, the Vice-Chairperson shall serve as Chairperson. If the Chairperson and Vice Chairperson are both absent, the remaining Voting Members present shall elect one from among themselves to act as Chairperson of that Meeting. The selection shall be accomplished by simple majority vote of those assembled.

COMMITTEES OF THE COUNCIL

The Council Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable. Such shall occur upon a simple majority of the Voting Members.

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The duties of the Ad Hoc Committee shall be outlined at the time of appointment and each committee shall be considered dissolved when its duties are completed to the satisfaction of the Council. Dissolution of a committee shall occur only upon approval by a simple majority of the Voting Members.

CONFLICT OF INTEREST

Unless a Member of the EDCLDC has a direct personal or financial interest in a particular policy matter or agenda item upon which a vote is being taken, he/she is expected to vote on all such policy matters and agenda items. Such Member shall reveal the nature of the conflict to the Council for determination.

MEMBERS OF THE COUNCIL

Members shall thoroughly prepare themselves to discuss Agenda items at Meetings of the Council. Information may be requested from staff or exchanged between members before meetings.

At all times, Members shall be courteous to each and every individual present at Council Meetings.

The Chairperson shall conduct meetings of the Council. Members shall discuss and question items on the agenda; however, such discussion shall be pertinent and brief.

At the meeting during which an agenda item is discussed, a request may be made that brief comments pertaining to that agenda item (including, if desired, a member's reasons for abstaining from a vote) be included in the Minutes.

(Reimbursement: Mileage and expenses to be discussed)

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COUNCIL MEETINGS

All meetings held by the EDLCDC shall be held in accordance with the Ralph M. Brown Act. Particular attention should be paid to the following Sections of this Act:

- 54954.2: Agenda; Posting; Action on other matters
- 54956: Special Meetings; Call; Notice
- 54956.5: Emergency meetings in emergency situations
- 54957.5: Agendas and other writings distributed for discussion or consideration at public meetings; Public Records; Inspection; Closed Sessions

The Council will meet, at a minimum, four times a fiscal year; September, December, March, and June. Dates may be reconsidered and revised annually by the Council. The meeting time and location will be set by the Council as an Agenda Item at the end of each meeting. The meeting time and location are to be reflected in the postings as required by the Ralph M. Brown Act. The meeting place may be moved if there is a threat to the health and safety of those present in the meeting environment, as allowed for under the Ralph M. Brown Act, Section 54954.b.7(e).

The Council should attempt to have the meeting locations and times adapted to the needs of the Members and the Public.

The Annual Organizational Meeting: At each June Meeting, the Council will elect a Chairperson, Vice Chairperson and Secretary from among its members to serve during the coming fiscal year.

Emergency Sessions: The Council may hold Emergency Sessions, as provided under the Ralph M. Brown Act, Section 54956.5 as necessary.

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COUNCIL MEETING AGENDAS**

The Chairman and the Secretary shall prepare an agenda for all EDCLDC's non-emergency meetings. Any Council member may contact the Chairperson or Secretary and request that an item be placed on the Agenda with seven (7) days advance notice.

Any member of the public may request in writing that a matter directly related to Council business be placed on the Agenda of a regularly scheduled Council Meeting with seven (7) days advance notice directed to either the Chairperson or the Secretary.

The Council may receive comments or testimony from members of the public at Regular Council Meetings, but shall not discuss or take action on such matters at the meeting during which said testimony is taken. If appropriate, the matter shall be placed on the agenda of the next Regular or Business Meeting for discussion and action.

At least 72 hours prior to the time of all regular (Non-Emergency) meetings, a Member of the Council or the Council's designee, shall post an agenda in a location that is freely accessible to members of the public. Said agenda shall include, but will not be limited to, all matters on which there may be discussion and/or on which the Council may take action. (See Government Code Section 54954.2(a).) Such notice shall also be sent to the Council's contact list and be posted on the County's Website.

The Agenda for a Special Meeting shall be posted at least 24 hours before the meeting in a location that is freely accessible to members of the public (See Government Code Section 54956.) and to the Council's contact list.

The Council may consider items that were not posted on the Official Agenda, as provided for under the Ralph M. Brown Act, Section 54954.2(b). Specifically, this action should only occur during conditions of immediate threat to public health and safety that require the action of the Council, including Local Emergency declarations, a State of Emergency declaration, or a State of War.

CONDUCT OF COUNCIL MEETING

Meetings of the El Dorado County Local Disaster Council shall be conducted by the Chairperson in a manner consistent with the policies of the Council. The latest edition of Robert's Rules of Order shall also be used as a general guideline for meeting protocol. County policies shall prevail whenever they are in conflict with Robert's Rules of Order.

All Council meetings shall commence at the time stated on the agenda and shall be guided by the Agenda.

The Chairperson may request that any individual disrupting a Council Meeting either be silent, or leave.

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MINUTES OF COUNCIL MEETING

The Secretary of the Council shall keep, or cause to be kept (by a Recording Secretary), Minutes of all meetings of the Council and maintain official Council files and records.

A copy of said Minutes, together with a copy of the Agenda for the next scheduled regular Council Meeting, shall be distributed to Council Members at least 72 hours prior to the next scheduled regular meeting.

The Minutes of Council Meetings shall include the following:

- Date, place and type of each Meeting;
- Call to order;
- Names of Members present and absent;
- Names of all visitors *appearing* before the Council;
- Approved or amended Minutes of the preceding Meeting;
- Approval of Agenda;
- A record of Member and guest reports to the Council;
- Approval of all policies and regulations adopted by the Council;
- A record of all correspondence to or from the Council;
- Record of items to be placed on the next Meeting's Agenda;
- Adjournment of the Meeting.

COUNCIL ACTIONS AND DECISIONS

The primary responsibility of the Council is to evaluate El Dorado County's Plans and Emergency Response capabilities and to advise the Board of Supervisors as to matters concerning the County's level of readiness and preparedness.

Individually, without Council direction and approval, Members of the Council have no authority to adopt any policy, undertake any action (other than outreach within their own districts), speak on behalf of the Council or authorize any expenditure.

Members shall function as a part of the whole. Issues concerning Council Members shall be brought to the attention of the Council, rather than to individual Members.

All members of the Council shall work together and assist each other in conducting the affairs and achieving the goals of the Council.

Members are responsible for insuring the Council's progress in attaining its goals and objectives, while pursuing its mission as set forth in the El Dorado County Ordinance Code Sections 2.42.030-2.42.060.