



# Santa Cruz Consolidated Emergency Communications Center

495 Upper Park Road  
Santa Cruz, California 95065  
(408) 471-1000 Fax (408) 471-1010

Michael J. McDougall  
General Manager

**9-1-1** FIRE  
POLICE  
MEDICAL

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No: 221  
Date Issued: January 20, 1994  
Date Revised: January 8, 1998

APPROVED: \_\_\_\_\_

*Michael J. McDougall*  
Board Chairperson

SUBJECT: USERS COMMITTEE MEETINGS

1. Acting in its capacity as an advisory group to the Board of Directors and the General Manager, the Users Committee will schedule meetings of its membership as necessary.

1.1 In general, the Users Committee will meet bi-monthly.

1.2 An annual schedule of meeting dates will be developed, approved and distributed at the beginning of each calendar year.

2. In accordance with the Joint Powers Agreement, one (1) representative from each Member and associate User Agency will be identified to represent their agency at User Committee meetings.

2.1 Member and associate User Agencies are defined and identified by Policy No. 220, Organizational Structure.

2.2 A designated representative may identify and assign an alternate representative to act on their behalf at a Users Committee Meeting.

3. Users Committee minutes will include a listing of those Agency representatives and/or alternate representatives present and a listing of those Agencies absent and not represented.

3.1 Users Committee minutes and agendas will be mailed to the designated representative(s) of each Member and associate User Agency.

4. A quorum of representative User Agencies is necessary for the transaction of business at a Users Committee meeting.

4.1 Pending appropriate modification to the JPA Agreement and By-Laws, seven (7) User Agencies represented by either their designated representative or an alternate representative shall constitute a quorum.

5. Subject to the quorum requirement, the Users Committee may recommend and/or endorse items or actions directly to the Board of Directors by a majority vote of those Agency representatives (or alternate representatives) present at the User Committee meeting in which the action or item was considered.

5.1 Any recommendation or endorsement will include, for the Board's record, a listing of those Agencies represented at the meeting in which the recommendation or endorsement was made and their voting tally.

6. The General Manager may formally or informally seek advise, recommendations and/or endorsements from the Users Committee and/or its representatives regarding items or actions in which:

6.1 the General Manager intends to implement according to his/her delegated power and authority as set forth in Policy No. 240.

6.2 the General Manager intends to recommend or propose to the Board of Directors in his/her own capacity.