


LOCAL AGENCY FORMATION COMMISSION

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Date: October 27, 2009 **ITEM #4**

To: LAFCO Commission

From: Dave Herb, Executive Officer 

Subject: Proposed Meeting Cancellation Policy

SUMMARY

At the August meeting, the Commission reviewed a draft of proposed cancellation policies and directed Staff to make specific revisions. The Executive Officer, in response to comments from the Commission, has attached a copy of the proposed cancellation policy for the Commission's consideration.

RECOMMENDATION

It is recommended that the Commission adopt the policy revisions and direct Staff to initiate the process to make the appropriate changes to the Policies, Guidelines and Procedures Manual.

ATTACHMENTS

A. Proposed Policy Changes

1.6 LAFCO MEETINGS

- 1.61. Meetings are conducted monthly on the fourth Tuesday and are usually held in the Planning Commission Chambers in the Resource Management Agency located at 2037 W Cleveland, Madera, California at 6:00 p.m.¹
- 1.62. Periodically, a majority of the Commission may change the meeting schedule, add or cancel hearings as appropriate. For the purposes of this policy, a majority includes at least one commissioner representing the Cities and one commissioner representing the County
- 1.63. Public notice of regular and special meetings will be provided in accordance with the provisions of the Cortese-Knox-Hertzberg Act, the Brown Act, and the California Environmental Quality Act where appropriate.
- 1.64. The Executive Officer may provide public notice, above that required by law, when appropriate.
- 1.65. Meeting agendas will be posted on the internal and external bulletin board outside of the Commission's regular meeting room, on the bulletin board at the Madera County Government Center, and on the Madera County Web Site, to all parties on LAFCo's established agenda mailing list, including appropriate media, project proponents, and interested parties requesting notice for a specific hearing no later than 21 days prior to the scheduled meeting
- 1.65.1 The only grounds for cancellation by the Chair of a scheduled meeting is the withdrawal, by the applicant, of the only action item of the posted agenda or if it is determined by the Executive Officer that the Commission cannot achieve a quorum.
- 1.65.2 Cancellations of the scheduled meeting must provide adequate notice for the general public of the proposed cancellation. Minimum time for adequate notice shall be five (5) working days.
- 1.66. Robert's Rules of Order is designated as the general guide for conducting meetings and will be used to resolve points of order, except where they are inconsistent with these guidelines. See Section 7.1, Rules specific to the conduct of meetings by LAFCo.
- 1.67. A majority of the members of the Commission constitute a quorum for the transaction of business. No act of the Commission shall be valid or binding unless approved by a majority of the Commissioners. A majority

¹ Amended January 11, 2004 & April 11, 2006

vote of the quorum shall not be sufficient. In the absence of a quorum, the members present shall adjourn the hearing to a stated time and place (Robert's Rules of Order).

- 1.68. The Chair, when present, shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these rules. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission (Robert's Rules of Order, Art x.50).
- 1.69. In the absence of the Chair or if the Chair is unable to participate in the proceedings, the Chair Pro-Tem shall act as Chair, with all the powers and duties of the Chair. In the absence of the Chair and if the Chair Pro-Tem is unable to participate in the proceedings, the members of the Commission present shall, by an order entered in the minutes, select one of their members to act as Chair Pro-Tem with all the powers and duties of the Chair (Robert's Rules of Order).
- 1.610 The Chair (§56334) and Chair Pro-Tem shall be elected by a majority vote of the Commission. Elections shall be held annually at the first regular Commission meeting of the calendar year.
- 1.611 The offices of Chair and Chair Pro-Tem are one year terms. No Commission member shall serve more than two consecutive one year terms in the same office.