

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE  
OF SANTA CRUZ COUNTY  
RULES OF PROCEDURE

ADOPTED AS EXHIBIT B OF RESOLUTION NO. 801-B OF  
THE LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY  
SEPTEMBER, 7, 1994

I. PURPOSE

The purpose of the Independent Special District Selection Committee shall be to appoint the regular and alternate special district members of the Local Agency Formation Commission (LAFCO) and to fill unexpired terms when vacancies occur.

II. MEMBERSHIP

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Santa Cruz County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

III. MEETINGS

a) Notification and Solicitation of Nominations

- (i) The Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.
- (ii) Any person qualified to serve as an Independent Special District representative to LAFCO shall be qualified to submit a nomination which shall be accompanied by a brief resume on the form provided by LAFCO.
- (iii) Each district shall be encouraged to submit nominations.

b) Registration

- (i) Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer.
- (ii) In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization at the time of registration.
- (iii) Each voting member shall register and complete a declaration of qualification. The voting member will then be given the required number of ballots and other voting materials.

c) Quorum

- (i) Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business.
- (ii) No meeting shall be called to order
  - 1. Earlier than the time specified in the notice, and
  - 2. Until a quorum has been declared to be present.
- (iii) Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time.
- (iv) Only those eligible members registered and present shall be allowed to vote.

d) Sequential Balloting

- (i) If there is more than one position to fill, sequential balloting will be held in the following order using a ballot with names of all eligible nominees:
  - 1. Full term, regular member;
  - 2. Partial term, regular member;
  - 3. Alternate member.
- (ii) If a candidate is elected to a position, his or her name will be crossed out on the subsequent ballots.

e) Majority to Win

- (i) In order for a candidate to be elected, that candidate must receive a majority of the votes being cast.
- (ii) If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

IV. COMPOSITION OF SPECIAL DISTRICT REPRESENTATION ON LAFCO

a) It is desirable that the special district members on LAFCO have a broad cross-section of duties and experience in district matters. Therefore, the following four classes of districts are established:

1. Class 1: Fire Protection Districts
  - Aptos/La Selva Fire Protection District
  - Ben Lomond Fire Protection District
  - Boulder Creek Fire Protection District
  - Branciforte Fire Protection District
  - Central Fire Protection District
  - Felton Fire Protection District
  - Pajaro Valley Fire Protection District \*
  - Scotts Valley FPD
  - Zayante FPD
2. Class 2: Water Districts
  - Central Water District
  - San Lorenzo Valley Water District \*\*
  - Scotts Valley Water District
  - Soquel Creek Water District
3. Class 3: Recreation and Park Districts
  - Alba Recreation and Park District
  - Boulder Creek Recreation and Park District
  - La Selva Beach Recreation and Park District
  - Opal Cliffs Recreation and Park District

4. Class 4: Miscellaneous Districts

- Pajaro Valley Cemetery District
- Pajaro Valley Water Management Agency
- Reclamation District No. 2049 (College Lake)
- Salsipuedes Sanitary District
- Santa Cruz County Resource Conservation District
- Santa Cruz Port District

- b) At no time shall the two regular special district members on LAFCO come from the same class of districts.
- c) Where feasible, nominations for vacancies on LAFCO may not come from the class that already has a regular member sitting on LAFCO.
- d) Any election that would result in the two regular special district members being from the same class of district shall be immediately deemed invalid, and a subsequent ballot will be prepared excluding the conflicting class of candidates and voted upon.

V. MAILED-BALLOT ELECTIONS

a) Authority

- (i) A mailed-ballot election may be conducted if the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible.

b) Notification and Solicitation of Nominations

- (i) The Executive Officer of the Commission shall give written notice to all eligible independent special districts of the intention to conduct a mailed-ballot election.
- (ii) Each district shall acknowledge receipt of the Executive Officer's notice.
- (iii) Each district shall be encouraged to submit nominations, accompanied by a brief resume on the form provided by LAFCO.
- (iv) All nominations must be received by a specified date that shall be at least six weeks from the date of notification.

(v) Faxed copies of nominations may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.

c) Distribution and Return of Ballots

(i) All eligible districts shall be sent, by certified mail, return receipt requested, the following materials:

1. copies of all nominations received by the deadline,
2. ballot(s) as required to vote for Commission members, and,
3. voting instructions.

(ii) The ballots shall include the names of all nominees.

(iii) Each ballot shall be accompanied by a certification sheet to be completed by the presiding officer or designated alternate who cast that district's vote.

(iv) A specified period of time, not less than six weeks, shall be allowed for the districts to cast their votes and return their ballots.

(v) Ballots shall be sent by certified mail, return receipt requested.

(vi) Faxed copies of ballots may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.

(vii) All ballots received by the deadline shall be counted and the results announced within seven days.

(viii) Certified ballots representing a simple majority of the eligible districts must be returned for a valid election.

(ix) A candidate for a regular or alternate member of the Commission must receive at least a majority of the votes cast in order to be selected.

(x) In the event that no candidate receives the required number of votes, a run-off election shall be conducted, either by a second mailed ballot or a meeting of the Independent Special District Selection Committee, at the discretion of the Executive Officer.

## VI. STATE LAW

Nothing in these Rules of Procedure shall supercede Section §56332 of the California Government Code, which governs the establishment of the Independent Special District Selection Committee.

- \* The original resolution listed the Freedom Fire Protection District and the Salsipuedes Fire Protection District, which were subsequently consolidated into the Pajaro Valley Fire Protection District.
- \*\* The original resolution listed the Lompico County Water District which was subsequently dissolved and annexed into the San Lorenzo Valley Water District.