

# MEETING RULES

## **SANTA CRUZ LOCAL AGENCY FORMATION COMMISSION AS REVISED APRIL 2, 2008 BY SANTA CRUZ LAFCO RESOLUTION NO. 2008-10**

### 1. TIME AND PLACE OF MEETINGS

The Local Agency Formation Commission of the County of Santa Cruz shall hold regular meetings on the first Wednesday of each month at the hour of 9:30 o'clock A. M. in the Board of Supervisors Chambers in the County Governmental Center, 701 Ocean Street, Santa Cruz, California.

### 2. AGENDA

The agenda packet shall be available for the Commissioners by the Thursday evening, six days preceding the meeting.

The Chairperson or the Chairperson's designee shall arrange the order of the agenda or may delegate the same to the Executive Officer.

All reports, communications, resolutions, or other matters to be submitted to the Commission shall be submitted to the Executive Officer not later than 12:00 o'clock noon on the Monday, nine days preceding a regular Commission meeting.

Items not on the agenda should not be considered at the scheduled meeting, but should be set for the next available meeting, unless the Commission grants its consent for urgent matters consistent with the Ralph M. Brown Act (Government Code Section 54950.5 *et seq.*).

The agenda shall be organized in the following manner:

1. Roll Call
2. Adoption of Minutes
3. Oral Communications
4. Public Hearings
  - a. Continued Items
  - b. Newly Scheduled Hearings
5. Other Business
6. Commissioners' Business
7. Written Correspondence
8. Press Articles
9. Adjournment

### 3. ELECTION OF CHAIRPERSON

The Commission shall, at its first regular meeting in January of each year, choose one of its members to serve as Chairperson and one of its members to serve as Vice-Chairperson, to serve the balance of the calendar year or until the election of their successors.

Should the office of Chairperson or Vice-Chairperson become vacant during the calendar year, the Commission shall, at the meeting at which the vacancy occurs, choose a successor to fill the vacancy for the balance of that calendar year, or until the election of a successor.

### 4. CHAIRPERSON TO PRESIDE

The Chairperson shall preside at the meetings of the Commission. If the Chairperson is absent or unable to act, the Vice-Chairperson shall serve until the Chairperson returns or is able to act. The Vice-Chairperson has all of the powers and duties of the Chairperson while acting as Chairperson.

### 5. QUORUM

A majority of the regular members of the Commission shall constitute a quorum for the transaction of business. Alternate members, when seated in place of regular members, shall be considered a regular member for quorum determination. When there is no quorum the Chairperson or Vice-Chairperson, or if no Commissioners are present, the Executive Officer shall adjourn the meeting.

### 6. MAJORITY VOTE

An affirmative vote of at least four members of the Commission, including alternate members when seated in place of regular members, shall be required to approve any motion before the Commission.

### 7. READING OF MINUTES

Unless a Commissioner requests a reading of the minutes, the Commission may approve minutes without formal reading if the Executive Officer has previously furnished each member with a draft of the minutes.

### 8. RULES OF DEBATE

A. Sturgis Rules of Order shall be followed by the Commission to the fullest extent possible. In addition, the Chairperson may second motions and enter into debate regarding all Commission items.

B. Every member desiring to speak shall address the Chairperson, and, upon recognition by the Chairperson, shall speak to the question under debate.

9. MANNER OF ADDRESSING THE COMMISSION--TIME LIMIT

All persons addressing the Commission shall step up to the podium, give their name, geographical area (or City) of residence, and interest in the area under consideration in an audible tone for the records, and unless further time is granted by the Commission, shall limit their address to three minutes. The Chairperson, unless otherwise changed by a motion and vote from the Commission, may set a different time limit. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Chairperson and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chairperson. No question shall be asked of a Commissioner except through the Chairperson.

10. METHOD OF VOTING

The Commission shall vote by voice vote, unless one Commissioner requests a roll call vote.

Roll call voting shall be random with the Chairperson voting last.

Unless a member of the Commission states that the Commissioner is disqualified or abstaining from voting, the silence shall be recorded as an affirmative vote.

11. ABSTAINING FROM VOTING

No Commissioner shall abstain from voting without first notifying the Chairperson of the Commissioner's intent to abstain from the vote.

12. DISQUALIFICATION FROM VOTING

Whenever any Commissioner is disqualified from voting, that Commissioner shall step from the room and may then participate to the extent permitted by the California Political Reform Act.

13. ALTERNATE COMMISSIONERS

Whenever present at a Commission meeting, Alternate Commissioners shall take part in all of the proceedings of the Commission, but shall not vote on any matter before the Commission nor attend a closed session unless seated in place of an absent or disqualified regular member of the Commission.

14. ORAL COMMUNICATIONS

The Commission will hear presentations from the public not to exceed three minutes on subjects within the Commission's jurisdiction and not on the agenda that day. No action will be taken by the Commission on any matter presented at that time. The Chairperson, subject to a motion and direction from the Commission, may set a different time limit.

15. SUMMARY ADJOURNMENT

The Chairperson is empowered to summarily, and without motion, second, or voting, declare a meeting of the Commission adjourned if the Chairperson is unable to enforce the proper decorum of a meeting.

16. RESOLUTION

No resolution shall be adopted by the Commission unless it is presented before the Commission in writing and read aloud. When each Commissioner has received a copy of the resolution, the reading of the resolution is automatically waived unless a Commissioner specifically requests that it is read.

17. SPECIAL COMMITTEES

The Commission may appoint special committees at any time for any lawful purpose of the Commission. Unless otherwise directed by the Commission, all special committees shall be appointed by the Chairperson, subject to approval of the Commission.

18. PROTESTS AND DISSENTS BY COMMISSIONERS

Any Commissioner shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Commission, entered in the minutes.

19. OFFICIAL BULLETIN BOARD

Posting of official notices of the Commission, notices of public hearings, and any other official papers of the Commission where posting is required by law, shall be posted on the Official Bulletin Board of the Santa Cruz Local Agency Formation Commission at the County Governmental Center at 701 Ocean Street, Santa Cruz, California.

Should the Commission hold a public hearing at any other location than its regular place of meeting, then, in addition to the posting of notice on the Official Bulletin Board above listed, posting shall be made upon or near the door to the stated place of meeting.

#### 20. DOCUMENTS SUBMITTED AFTER AGENDA PACKET IS DISTRIBUTED

Materials related to an item on this agenda submitted to the Commission after agenda packet distribution are available to the public at the LAFCO office and during the meeting at the meeting location. Each agenda shall include a statement that the public may review these materials at the Commission office or during the meeting at the meeting location.

#### 21. ATTENDANCE AT MEETINGS

Should any Commissioner or Alternate Commissioner be absent for three consecutive regular meetings of the Commission without valid excuse, the Chairperson shall, through the Executive Officer, notify the appointing authority of such unexcused absences.

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