

PART II

RULES OF ORDER FOR PLACER LAFCO

GENERAL PROVISIONS

The following rules of order shall apply to the Local Agency Formation Commission of Placer County and are adopted pursuant to the authority vested in the Commission by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000 et. seq.).

COMMISSION MEETINGS

The regular hearing of the Commission shall be held at 4:00 P.M. on the second Wednesday of the month at the Board of Supervisors' Chambers in the County Administrative Center at 175 Fulweiler Avenue, Auburn, California, or in alternate location as designated. If any regular hearing day falls upon a holiday, and is not rescheduled at the previous hearing, the regular hearing for the Commission shall be held at the same hour and in the same place the first succeeding business day. Periodically the Commission may vary the meeting schedule, adding or canceling hearings to accommodate fluctuating workloads.

All Commission hearings shall be noticed in accordance with the Government Code sections 56660 and 56661. A hearing may be continued from time to time, but not to exceed seventy days from the date specified in the original notice (Government Code section 56666). Continuations shall be granted by a majority vote of the Commission.

Special meetings of the Commission may be called by the chair or by any three members of the Commission. The order calling such a meeting shall specify the time and place of the meeting and the business to be transacted at such meeting. Notice of such meeting shall be received at least 24 hours prior to the time of the meeting. Such a meeting shall not include the consideration of proposals for jurisdictional change.

CONDUCT OF MEETINGS

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.

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 four or more members concur.

In the absence of a quorum the members present shall adjourn the hearing until the

same hour on the next succeeding business day. If all members are absent, the executive officer of the Commission may adjourn the meeting to a stated time and place.

In the absence of the chair or if the chair is unable to participate in the proceedings, the vice chair shall act as chair, with all the powers and duties of the chair. In the absence of the chair or vice chair or if the chair or vice chair 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.

An alternate member may attend any meeting of the Commission and may participate fully in the hearings, deliberations and business of the Commission on any item on the agenda to the same extent as a regular member; provided, however, an alternate member may not propose a motion, second a motion or vote on a motion unless serving in the place of a regular member.

The business of each regular hearing of the Commission shall be generally in the following order:

1. Roll call
2. Flag Salute
3. Approval of Agenda
4. Approval of Minutes
5. Public Comment
6. Continued business/hearings
7. New business/hearings
8. Other items for consideration
9. Executive Officer's Report
10. Commissioner's Reports
11. Project Status Reports
12. Closed Session (if any)
13. Adjournment

Roll call votes will be taken only upon request of a Commission member. If the roll is not called, in the absence of an objection, the chair may order the motion unanimously approved. Each roll call of the Commission shall be in alphabetical order, except that the chair shall be called last.

ELECTION OF OFFICERS

The chair and vice-chair shall be elected by a majority vote of the Commission. Elections shall be held annually at the May Commission hearing, or if canceled, at the preceding or succeeding Commission hearing.

The offices of chair and vice-chair are one-year terms. No Commission member shall serve more than two consecutive one-year terms in the same office.

DUTIES OF THE EXECUTIVE OFFICER

The executive officer shall attend each hearing of the Commission and maintain or cause to maintain a record of all proceedings thereof as required by law. If the executive officer is unavailable, the Commission, by majority vote, may appoint a substitute to attend meetings and present staff recommendations during the executive officer's absence.

The executive officer shall prepare an agenda for each meeting. The agenda shall include those matters on file that require Commission action. The executive officer shall receive proposals for changes of jurisdiction, judge proper order of the proposals, publish legal notices, and set time for hearings before the Commission. The executive officer shall review, report and recommend upon all proposals set for reconsideration.

The executive officer shall apply, to the extent possible, the rules, policies, procedures and standards adopted by the Commission. As changes in the statutes or in local conditions occur, the executive officer shall bring recommended changes to this manual before the Commission for its consideration.

The executive officer and other LAFCO staff shall serve at the pleasure of the Commission.

TERMS OF THE COMMISSIONERS

Members of the Commission shall be selected as provided in Section 56325 of the Government Code. Terms shall be four years. The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires. Any vacancy in the membership of the Commission shall be filled for the unexpired term by appointment of the body responsible for that membership category. (See Government Code section 56334)

The alternate city member shall serve in the absence of either of the two regular city members. The alternate Board member shall serve in the absence of either of the two regular Board members. The alternate special district member shall serve in the absence of either of the two regular special district members. The alternate public member shall serve in the absence of the regular public member.