



## LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

### *Policy on Conducting Commission Meetings and Business*

(Adopted: August 9, 2001; Last Amended: February 3, 2025)

#### **I. Background**

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000, pursuant to California Government Code Section 56300, directs the Commission to exercise its regulatory and planning responsibilities consistent with its written policies and procedures.<sup>1</sup> This includes establishing written rules to help ensure all meetings and related business occurs in an orderly and transparent manner.

#### **II. Purpose**

The purpose of this policy is to provide clear and concise direction to Commissioners and staff with regard to conducting Commission meetings and related business involving the preparation of agendas, issuance of per diems, and reimbursement for member expenses.

#### **III. Rules and Procedures in Conducting Business**

##### **A. Conducting Meetings**

1. The Commission acknowledges and affirms the conducting of its meetings and related business are subject to applicable California laws, most notably the provisions of Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”) and the Ralph M. Brown Act (“Brown Act”).
2. Three members of the Commission constitute a quorum. In the absence of a regular member, his or her alternate member (city, county, or public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing. If all members are absent, the Executive Officer or his or her designee may adjourn the meeting to a stated time and place. In such case, the Executive Officer shall cause written notice of adjournment to be given and shall post a notice of adjournment, consistent with the requirements of the Brown Act.
3. A regular and/or special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission.
4. If there is no business for the Commission's consideration five days before any regular scheduled meeting, the Executive Officer shall have the power to cancel the meeting by notifying the Chair and members there is no business before the Commission and the meeting has been cancelled.

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<sup>1</sup> Hereinafter all section references are to the California Government Code unless otherwise noted.

5. Special meetings may be called by the Chair at his or her discretion. Special meetings may also be called upon the written request of a majority of the members of the Commission submitted to the Chair. Notice of special meetings shall be given in accordance with the Ralph M. Brown Act.
6. The Commission shall conduct its meetings in accordance with the rules of procedure set forth in the edition of "Robert's Rules of Order" that is most current at the time of the meeting.
7. If a Commission meeting takes the form of a teleconference or hybrid format, any vote of the Commission shall occur by way of a roll call vote. On all roll call votes, the names of the Commissioners shall be called in alphabetical order with the Chair voting last.
8. It is the responsibility of the Executive Officer to ensure that adequate staff and related resources are available for all Commission meetings.

#### B. Meeting Agendas

1. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and all affected and interested parties not less than five days prior to a scheduled regular meeting.
2. Meeting agendas shall concisely list the various items being considered and include a formal title along with a brief description of the underlying action or discussion and the Executive Officer's recommendation, if applicable.
3. The Executive Officer shall ensure items are agendized in an appropriate and timely manner relative to the Commission meeting its regulatory and planning responsibilities under CKH.
4. Each meeting agenda shall provide an opportunity for Commissioners to identify and request a matter for future discussion or action with the concurrence of the majority of the voting membership present. The Chair shall also have discretion to direct the Executive Officer to agendize a matter for the next available meeting to address an urgent or otherwise time-sensitive issue in which applicable legal notice can be provided.
5. It is the responsibility of the Executive Officer to see that legal notice for all agenda items to be considered by the Commission is given in accordance with the provisions of CKH and all other applicable laws.

C. Commissioner Stipends

1. Each Commissioner shall receive a stipend of \$150.00 per day for time and attendance at the following meetings:
  - a) Regular and special meetings of the Commission.
  - b) Meetings of standing committees of the Commission.
2. A Commissioner shall receive no more than three stipends per month pursuant to this policy.

D. Commissioner Reimbursement for Expenses

1. Each Commissioner may claim reimbursement for the actual amount of reasonable and necessary expenses incurred in performing the duties of his or her office, to be approved by the Executive Officer in accordance with Section D.2., below, and the Commission's approved budget for such expenses, including:
  - a) Attending conferences, workshops, and training programs of CALAFCO.
  - b) Attending CALAFCO meetings if the member is on the Board.
  - c) Attending other Commission related meetings, trainings, classes, or activities that are mandated or related to LAFCO business, with prior authorization from the Commission or Chair.
2. All reimbursement of expenses for Commissioners shall be provided in accordance with the same rules and manner as provided for Commission staff pursuant to the travel expense policy approved by the County Board of Supervisors in effect on the date of travel.