



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

December 2, 2013
Agenda Item No. 7e (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Jacqueline Gong, Commission Counsel

SUBJECT: Proposed Policy Amendment to Designate Rosenberg's Rules of Order as the Rules of Procedure for Commission Meetings
The Commission will consider adopting an amendment to its Policy on Conducting Commission Meetings and Business to conduct its meetings in accordance with Rosenberg's Rules of Order.

Local Agency Formation Commissions (LAFCOs) are political subdivisions of the State of California tasked with providing regional growth management services in all 58 counties. These growth management services are anchored by exercising delegated regulatory and planning responsibilities to oversee the formation and development of cities and special districts under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This legislation, markedly, directs LAFCOs to establish written policies and procedures to administer their delegated responsibilities in a consistent and transparent manner.

A. Background

LAFCO of Napa County ("Commission") maintains several policies prescribing various procedures involving the agency's administrative operations. This includes outlining specific standards for conducting meetings and related business activities. The referenced policies were adopted in August 2001 and amended in June 2007 and June 2013 to reflect an increase in the per diem rate as well as to address reimbursement procedures and setting agenda items.

B. Discussion

The Commission's current Policy on Conducting Commission Meetings and Business designates the Standard Code of Parliamentary Procedure, commonly known as "Sturgis," as its rules of procedure for conducting meetings. Rosenberg's Rules of Order is a simplified set of rules of procedure intended for small sized governmental bodies. Many cities, counties, special districts, and other boards and commissions have adopted Rosenberg's Rules in lieu of other parliamentary rules, finding them practical, logical, and simple – in sum, user friendly. It is recommended the Commission adopt Rosenberg's Rules of Order as its rules of parliamentary procedure.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Chair
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

C. Alternatives for Commission Action

The following alternative actions are available to the Commission:

Alternative One (Recommended):

Approve the amendment of the Policy on Conducting Commission Meetings and Business as set forth in the attachment with any desired changes.

Alternative Two:

Continue consideration of the amendment to the next regular meeting and provide direction to staff for additional information.

Alternative Three:

Disapprove the amendment of the Policy.

D. Recommendation

It is recommended the Commission take the action provided in Alternative One.

E. Procedures for Consideration

This item has been agenzized for action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report from Commission Counsel;
- 2) Invite comments from any interested audience members (voluntary); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

Jacqueline Gong
Commission Counsel

Attachments:

- 1) Current: *Policy on Conducting Meetings and Business*
- 2) Proposed *Policy on Conducting Meetings and Business* with Tracked Changes



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
Policy on Conducting Commission Meetings and Business

Adopted on August 9, 2001
Last Amended on June 3, 2013

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.¹ 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 CKH and the Ralph 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, 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 a case, he or she shall cause written notice of adjournment to be given in the same manner as specified in Section 54956 for calling a special meeting. In either instance, he or she shall post a notice of adjournment as specified in Section 54955.
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.

¹ Hereinafter all section references are to the California Government Code unless otherwise noted.

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.
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 provisions of Section 54956.
6. The Commission designates the Standard Code of Parliamentary Procedure, also known as "Sturgis," as the general guide for conducting meetings and to resolve points of order.
7. 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 begin 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 exercise his or her judgment to help 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 on 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 Per Diems

1. Each Commissioner shall receive a per diem of \$125.00 for time and attendance at the following meetings:
 - a) Regular and special meetings of the Commission.
 - b) Meetings of standing or ad hoc committees of the Commission.
 - c) Each day of attendance at the annual conference held by the California Association of Local Agency Formation Commissions (CALAFCO).
 - d) Meetings of CALAFCO when a Commissioner is a member of the Board.
2. A Commissioner shall not receive no more than five per diems per month.

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 their office and include the following:
 - 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 and events 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 for staff.²

² Refer to the current agreement for staff support services between the Commission and County of Napa.



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~~Last~~ Amended on June 3, 2013

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