



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

Agenda Item 5e (Consent/Action)

TO: Local Agency Formation Commission
PREPARED BY: Brendon Freeman, Executive Officer *BF*
MEETING DATE: June 6, 2022
SUBJECT: Proposed Amendment to Policy on Establishing the Officers of the Commission

RECOMMENDATION

It is recommended the Commission adopt the Resolution of the Local Agency Formation Commission of Napa County Amending the *Policy on Establishing the Officers of the Commission* (“the Policy”), included as Attachment One.

SUMMARY

The Commission’s adopted Strategic Plan includes a schedule for the Commission’s ad hoc Policy Committee (Mohler and Wagenknecht) to comprehensively review all local policies and propose amendments as appropriate.

On April 11, 2022, the Policy Committee met to review the Policy and agreed to recommend an amendment that would do the following:

- Change the term dates for the Chair and Vice Chair offices to correspond with the calendar year beginning in 2024; and
- Clarify that if the Chair and Vice Chair offices are both vacant, the Executive Officer may call a meeting to order until the Chair and Vice Chair are appointed.

Changing the term dates for the Chair and Vice Chair offices to correspond with the calendar year would align the Commission’s terms with the election terms of city and county members. It is recommended the change in term dates begin in 2024. The current Chair and Vice Chair would continue to serve in their offices until January 1, 2024.

A clean version of the Policy with the proposed amendment is included as an exhibit to Attachment One. A tracked change version of the Policy is included as Attachment Two.

ATTACHMENTS

- 1) Draft Resolution Amending the *Policy on Establishing the Officers of the Commission*
- 2) Proposed Amendments to *Policy on Establishing the Officers of the Commission* (Tracked Changes)

Margie Mohler, Chair
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner
Councilmember, City of Napa

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

Diane Dillon, Commissioner
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner
Representative of the General Public

Eve Kahn, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

RESOLUTION NO. _____

**RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
AMENDING ITS POLICY ON ESTABLISHING THE OFFICERS OF THE COMMISSION**

WHEREAS, on August 9, 2001, the Local Agency Formation Commission of Napa County (the “Commission”) adopted a *Policy on Establishing the Officers of the Commission*; and

WHEREAS, the Commission considered a proposed amendment to the *Policy on Establishing the Officers of the Commission* at its regular meeting on June 6, 2022, and invited public comment at that meeting; and

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby amends the *Policy on Establishing the Officers of the Commission* as attached hereto as “Exhibit A”.

This Resolution shall take effect immediately.

The foregoing resolution was duly and regularly adopted by the Commission at a public meeting held on June 6, 2022, after a motion by Commissioner _____, seconded by Commissioner _____, by the following vote:

AYES: Commissioners _____

NOES: Commissioners _____

ABSENT: Commissioners _____

ABSTAIN: Commissioners _____

Margie Mohler
Commission Chair

ATTEST: _____
Brendon Freeman
Executive Officer



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Establishing the Officers of the Commission

(Adopted: August 9, 2001; Last Amended: November 18, 2019; Proposed Amendment: June 6, 2022)

I. Background

The Cortese-Knox-Hertzberg Local Government Reorganization (“CKH”) Act of 2000 includes provisions specifying the composition of the Commission in [Chapter 2 \(commencing with Section 56325\)](#). In addition, these sections specify the procedures to select Commissioners, terms of office, and selection of the Chair of the Commission.

II. Purpose

It is the policy of the Commission to establish policies which provide for the smooth and consistent operations of Commission business. The selection of officers of the Commission is a regular occurrence and therefore should follow adopted policy.

III. Officers of the Commission

- A) The officers of LAFCO shall consist of a Chair, a Vice Chair, and a Clerk.
- B) The Chair and Vice Chair shall be appointed and serve terms in accordance with Section V “Appointment of Chair and Vice Chair.”
- C) The Executive Officer or the Executive Officer’s designee shall serve as the Clerk.

IV. Duties of Officers

- A) Duties of the Chair: The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission according to “Rosenberg’s Rules of Order.” The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission.
- B) Duties of the Vice Chair: In the absence of the Chair, the Vice Chair shall assume all duties and responsibilities of the Chair's office.
- C) Duties of the Clerk: The Clerk shall call the roll, note approval of the minutes or corrections thereto, maintain record of testimony and action of the Commission on each item, and any other action deemed appropriate and necessary by the Commission to conduct its meetings and business.

V. Appointment of Chair and Vice Chair

- A) Term of Office: Beginning in 2024, the terms of office of the Chair and Vice Chair shall be for one year, beginning on January 1.
- B) Rotation: The Chair and Vice Chair shall be appointed by the Commission according to the following annual rotational system, effective January 1, 2024, unless a temporary change is made pursuant to Section V(C):

<u>Chair Designations</u>	<u>Vice Chair Designations</u>
County Member II	Public Member
Public Member	City Member I
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II

It shall be the responsibility of the Executive Officer to maintain a record of the seat designations and occupants, and to annually inform the Commission prior to the rotation.

- C) The Commission may create temporary changes to the rotation as part of an action item placed on a meeting agenda. If the Chair and Vice Chair offices are both vacant, and in the event the procedures set forth in Section VI “Vacancy,” below, are not feasible, the Executive Officer may call a meeting to order until the Chair and Vice Chair are appointed.

VI. Vacancy

The offices of Chair and Vice Chair shall reside with the particular appointing authority assigned to a designated seat. In the event that a Commissioner serving as Chair or Vice Chair is no longer able to serve on the Commission for any reason, the remainder of that Commissioner’s term in office shall be fulfilled by the other Commissioner from the same appointing authority (for example, if the Commissioner designated as “City Member I” is removed from the office of Chair in January, the Commissioner designated “City Member II” shall serve as Chair through the day immediately prior to the first Monday in May), subject to the following:

- A) On January 1 of the following year, the established rotation set forth in Section V(B) “Rotation,” above, shall resume.
- B) Should the office of Chair or Vice Chair be vacated by the Public Member, the Commission shall appoint another Commissioner at its next meeting to fulfill the remainder of the officer’s unexpired term.



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<u>Chair Designations</u>	<u>Vice Chair Designations</u>
City Member I	County Member I
County Member I	City Member II
City Member II	County Member II
County Member II	Public Member
Public Member	City Member I
<u>City Member I</u>	<u>County Member I</u>
<u>County Member I</u>	<u>City Member II</u>
<u>City Member II</u>	<u>County Member II</u>

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