

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MAY 26, 2010

REGULAR MEETING

TO: Ken Humphreys, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

**AGENDA ITEM #2F: AMEND THE POLICIES & GUIDELINES SECTION 1.9.3
REGARDING THE CONDUCT OF MEETINGS**

RECOMMENDATION

Staff recommends that the Commission amend Policy & Guidelines Section 1.9.3 by inserting a sentence that would give the Chair the discretion to alter the usual order of business during a Commission meeting.

REASON FOR RECOMMENDED ACTION

The addition of the proposed Subsection (c) allows more flexibility for the Commission to conduct its business as circumstances warrant.

BACKGROUND

Currently, your Policies & Guidelines Section 1.9.3 states:

1.9.3 Conduct of Meetings:

- (a) *Robert's Rules of Order* is the general guide for conducting meetings and will be used to resolve points of order.
- (b) The usual order of business is as follows:
 - (i) Call to Order
 - (ii) Roll Call
 - (iii) Adoption of Agenda
 - (iv) Consent Items
 - (v) Public Comment/Public Forum
 - (vi) Contested Matters/Public Hearings
 - (vii) Executive Officer's Report
 - (viii) Commissioner's Reports
 - (ix) Adjournment

This current policy ties the Commission to a certain order during meetings without giving it sufficient flexibility, if needed. Staff proposes adding the following subsection (c) so that the Chair can alter the usual order of business in case circumstances warrant. For example, the Chair can move up an item near the bottom of the agenda in an instance where there is an unusually large crowd waiting to testify on that item.

- (c) *The order of the agenda items may be rearranged by the Chair to serve the needs of the agency.*