

LOCAL AGENCY FORMATION COMMISSION  
POLICIES AND GUIDELINES

---

**1.5 OFFICERS**

- 1.5.1 **Elections:** The Chair (§56334) and Vice Chair shall be elected by a majority vote of the Commission. Elections shall be held annually at the first regular Commission meeting of the calendar year.
- 1.5.2 **Terms of Office:** 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.
- 1.5.3 **Duties of Chair:** 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, set time limits for speakers, and shall decide all questions of order subject to the action of a majority of the Commission.
- 1.5.4 The Chair may also, from time to time, appoint Commission members to subcommittees and may call special meetings as necessary and as provided by law (§54956). All documents involving official acts of the Commission shall be signed in accordance with appropriate statutes relating to such acts. In the absence of specific regulations, the signature of the presiding officer shall be deemed sufficient.
- 1.5.5 **Duties of Vice-Chair:** In the absence of the Chair or if for any reason the Chair is unable to act as Chair, the Vice Chair shall act as Chair and exercise all the powers and duties of the Chair.
- 1.5.6 **Chair Pro Tem:** 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 (Robert's Rules of Order).
- 1.5.7 **Spokesperson:** The Commission may, from time to time, designate a spokesperson to represent the Commission for a particular matter.