

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

---

## *AGENDA OF JUNE 24, 2009*

### *REGULAR MEETING*

**TO:** Francesca Loftis, Chairman, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #2D: AMEND THE POLICIES AND GUIDELINES TO GIVE THE  
CHAIR AUTHORIZATION TO CANCEL MEETINGS IF  
WARRANTED**

---

#### **RECOMMENDATION**

Staff recommends that the Commission amend its Policies and Guidelines to allow for the Chair to cancel meetings if staff advises that there are no projects or items of substance expected to go before the Commission for the following month's meeting.

#### **REASON FOR RECOMMENDED ACTION AND BACKGROUND**

Currently, as it relates to meeting times, the Commission's Policy & Guidelines allow:

- LAFCO to adopt a meeting schedule; this is usually done at the December meeting for the following year (Section 1.7.1);
- The Commission to add or cancel a meeting from time to time, but this is usually done as an agenda item at the preceding month's meeting (Section 1.7.1).
- The Chair, the Executive Officer, or a majority of the Commission to call a special meeting at any time (Section 1.7.2);

Most of the time it is not difficult for staff to predict whether there are items of import for the upcoming Commission meeting. In the times staff could predict there was no reason to hold a meeting, staff has placed an item on the agenda to cancel a meeting outright. In other times where it looked like there were no items but was unsure whether something materialized, staff placed an item on the agenda asking the Commission to authorize the Chair to cancel the meeting.

In the upcoming year, staff foresees many instances where items that were expected to come before the Commission are ultimately not ready. The concern is that, in those cases, staff may have missed the opportunity to agenda a cancellation on the previous month's agenda and there is no other procedural way to cancel a meeting. Staff

recommends amending the Policies and Guidelines to add a new section authorizing the Chair to cancel a meeting provided sufficient advance notice is given to the rest of the Commission and the public. The amendment would allow for the authorization to be overridden if a majority of the Commission objects to the meeting's cancellation. This would remove the uncertainty with trying to predict what may or may not occur two months in advance. The recommended language would be inserted into a new Section 1.7.2 and the existing Sections 1.7.2 and 1.7.3 would be bumped down into new Sections 1.7.3 and 1.7.4, respectively:

- 1.7.1 Time and Place:** Regular meetings are conducted monthly (§54954) and are usually held in the Meeting Room in Building C of the County Government Center located at 2850 Fairlane Court, Placerville, California. A meeting schedule is adopted annually. The Commission may change the meeting schedule or location, add or cancel hearings.
- 1.7.2 Cancellation of Meetings:** *The Chair is authorized to cancel an upcoming regularly scheduled meeting if staff advises that there are no projects or items of substance expected to be heard before the Commission for that meeting and provided the other Commissioners and the public are given two weeks notice about the cancellation. This authorization may be overridden if a majority of the Commission, after being notified of the cancellation, independently notifies the Executive Officer with his/her objection to the cancellation.*
- 1.7.3 Special Meetings:** The Chair, Executive Officer or a majority of the Commission may call a special meeting at any time, pursuant to the provisions of Government Code 54956. "For the majority to act, there is implied authority for them to communicate to determine if they want to call a special meeting" (Open & Public III: A user's guide to the Ralph M. Brown Act).
- ~~1.7.3~~ **1.7.4 Notice:** Public notice of meetings will be provided in accordance with the provisions of the Cortese-Knox-Hertzberg Act, the Brown Act, and the California Environmental Quality Act, as applicable. The Executive Officer may provide public notice, above that required by law, when appropriate. The meeting agenda will be provided to LAFCO's established agenda mailing list, including appropriate media, project proponents, and interested parties requesting notice for a specific hearing.