



APPENDIX A

RULES FOR CONDUCT OF MEETINGS

The El Dorado LAFCO encourages the participation of members of the public in its meetings. All communications from the floor are addressed to the Commission. Meetings shall generally be conducted according to Robert=s Rules of Order. The Commission may reschedule or continue items on the agenda. The usual order of business is to hear consent items first, followed by contested matters and hearing items, then other business.

The order of hearing for each agenda item is as follows:

The item is announced and the staff report and recommendation is presented. The Commission may discuss the item, asking questions and/or making comments. The public hearing is opened and each person requesting to speak on the agenda item is called to testify. The public hearing is then closed and the Commission discusses the item and/or takes action on the matter.

Any member of the public who wishes to address the Commission should sign in with the Clerk at the beginning of the meeting. Please write legibly so we can correctly record your name in the minutes. When you are called to speak, please come forward to the microphone. No person is allowed to speak from the audience, as the meetings are recorded for the public record.

Speakers are allowed to speak once on any agenda item. The Commission may limit the time for individual speakers and the total time allotted for any item. The usual time limit is three minutes. The main proponent of an item and spokespersons representing groups will be allowed five minutes. The principal proponent of a contested item will be allowed a three minute rebuttal. The Commission may ask follow-up questions of any speaker. Time limits are subject to the discretion of the Chair.

Any person wishing to address the Commission on any item under its jurisdiction but not appearing on the agenda should do so during the Public Comment/Public Forum agenda item. The Commission cannot take action on any item that is not listed on the agenda.

Participants in LAFCO proceedings are encouraged to be courteous and respectful. LAFCO expects to hear differing opinions and points of view during the course of its deliberations. Applause, remarks from the audience, and interruptions will not be tolerated by the Commission.