

LOCAL AGENCY FORMATION COMMISSION  
POLICIES AND GUIDELINES

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**1.3 MEMBERSHIP**

1.3.1 **Membership:** El Dorado LAFCO shall be composed of seven regular members and four alternate members (§56325, §56332). All members must be residents of El Dorado County.

- 1) County: Two members and one alternate from the County Board of Supervisors are selected by that Board (§56325).
- 2) City: Two City Council Members and one alternate are designated by the City Selection Committee (§56325).
- 3) Special Districts: Two members from the Special Districts and one alternate are selected by the Special Districts Selection Committee (§56332).
- 4) Public Member: The Public Member and one alternate Public Member are appointed by the other six Commissioners (§56325(d)) in the following manner:

**Application Process** (Approved 7/24/02)

- (a) The vacancy shall be posted by the Clerk of the LAFCO Commission within 21 days after the vacancy occurs (§54974). At the same time notice shall be published in a newspaper of general circulation and mailed to all cities, the Board of Supervisors, all independent districts, and any member of the public who has requested such notice in writing.
- (b) The application period will run 30 days from the date of posting. Applications with attached resumes shall be submitted to the LAFCO Clerk within 30 days of the date posted.
- (c) If four or fewer applicants apply for the position, the full Commission shall interview the applicants at the next regularly scheduled LAFCO meeting for which notice can be given. All applicants are expected to attend interview sessions.

If five or more applicants apply for the position, the Executive Officer shall transmit the application materials for all of the candidates to the six regular Commissioners. Each Commissioner shall independently select three candidates he or she wants to

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invite to the interview and independently notify the Executive Officer accordingly. The Executive Officer will tally all of the invitations. The interview process shall proceed according to one of the following two manners:

- i. The four applicants who receive at least two Commissioner invitations shall be interviewed by the full Commission at the next regularly scheduled LAFCO meeting for which notice can be given; or
  - ii. If more than four candidates receive at least two Commissioner invitations, the four candidates who received the most invitations shall be interviewed by the full Commission at the next regularly scheduled LAFCO meeting for which notice can be given.
- (d) All applicants are expected to attend interview sessions.

**Selection Process**

- (a) Selection of the public member and alternate public member shall be subject to the affirmative votes of at least one City, County, and District member seated on LAFCO (§56325(d)).
- (b) A written ballot containing the names of all qualified applicants and the names of each Commissioner will be distributed to all voting members of the Commission. The applicant receiving four (4) or more votes in the correct categories shall be appointed.
- (c) In the event of a tie vote, or if one candidate does not receive a majority vote from the Commission, a runoff vote or votes will be conducted.

Results of each ballot will be a matter of public record and be available to the public upon request under the Brown Act and Public Records Act. Ballots will be retained for a period of six (6) months.

- (d) If the alternate public member is selected as the new regular public member, the Commission has the discretion to fill the newly created vacancy in the alternate public member position by appointing someone from the pool of applicants who applied for the regular public member vacancy.