

Local Agency Formation Commission of Napa County

Policy Concerning the Conducting of Commission Meetings and Business (Adopted: August 9, 2001)

The Commission acknowledges and affirms that the conducting of its meetings and business are subject to applicable California law, most notably the provisions of the California Government Code and the Brown Act. Further, it is the policy of the Commission that:

1. Three members of the Commission constitute a quorum. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing. If all members are absent, the Executive Officer or the Clerk of the Commission may adjourn the meeting to a stated time and place. In such a case, he shall cause written notice of adjournment to shall be given in the same manner as specified in Government Code §54956 for calling a special meeting. In either instance, the Executive Officer or the Clerk shall post a notice of adjournment as specified in Government Code §54955.
2. Any regular, adjourned regular, special or adjourned special meeting of the Commission may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Commission.
3. If there is no business for the Commission's consideration five days before any regular monthly meeting, the Executive Officer shall have the power to cancel the meeting by notifying the Chairman and members that there is no business before the Commission and that the meeting has been cancelled for that reason.
4. Special meetings may be called by the Chairman or by the written request of a majority of the members of the Commission submitted to the Chairman. Notice of special meetings shall be given in accordance with the provisions of Government Code §54956.
5. Roll call vote - On all roll call votes, the names of the Commissioners shall be called in alphabetical order with the Chair voting last.
6. It is the responsibility of the Executive Officer to prepare an agenda and all supporting material for the Commission, and to distribute the agenda and material to the Commission and all affected and interested parties not less than five days prior to the scheduled meeting of that agenda.
7. It is the responsibility of the Executive Officer to see that legal notice for all items to be considered by the Commission is given in accordance with the provisions of the Government Code and all other applicable law. For items concerning any one of the five cities in Napa County, legal notices should be published in accordance with the provisions of the Government Code and in those sources used by the respective city governments.
8. It is the responsibility of the Executive Officer to ensure that adequate staff and resources are available for all Commission meetings.
9. Each Commissioner shall receive a per diem of \$50.00 per meeting (regular or special) attended, provided the Commission budget provides for per diems. Commissioners may elect to forego payment of a per diem.