

Local Agency Formation Commission of Napa County

Policy Establishing the Officers of the Commission
(Adopted: August 9, 2001; Amended: June 13, 2002, August 3, 2004)

It is the policy of the Commission that:

1. The officers of LAFCO shall consist of a Chair, a Vice-Chair and a Clerk.
2. The Chair and Vice-Chair shall be appointed to and serve terms in accordance with the Commission's *Policy for the Appointment of Chair and Vice-Chair*.
3. Duties of the Chair - The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission according to "Sturgis' Standard Code of Parliamentary Procedure." The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission.
4. Duties of the Vice-Chair - In the absence of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair's office.
5. The Executive Officer or his designee shall serve as the Clerk.
6. Duties of the Clerk - The Clerk shall call the roll, note approval of the minutes or corrections thereto, maintain record of testimony and action of Commission on each item and any other action deemed appropriate and necessary by the Commission to conduct its meetings and business.