

LAFCO

Santa Barbara Local Agency Formation Commission

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November 2, 2006 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Proposed Revision to Commissioner Handbook – Special Meetings

Dear Members of the Commission:

RECOMMENDATION

It is recommended the Commission modify the Commissioner Handbook policy on calling and noticing special meetings and direct the staff to implement the change.

DISCUSSION

The Commissioner Handbook contains information, policies and procedures regarding LAFCO and its activities. The Commission's legal counsel has brought to my attention the fact the Brown Act requires the "Presiding Officer" to call special meetings. In the past, after receiving direction from the Chair, the staff has distributed a notice of hearing of a special meeting but without language specifically denoting that the meeting was being called by the Chair.

We recommend an additional sentence be included in the Commissioner Handbook so that proper procedures are adhered to in the future.

Please contact the LAFCO office if you have any questions.

Sincerely,

BOB BRAITMAN
Executive Officer

RULES AND PROCEDURES

C. Meetings

(Existing wording)

Special Meetings -- Special meetings may be called in a manner provided by State law. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting and no other business shall be considered at that meeting.

(Proposed wording)

Special Meetings -- Special meetings may be called by the Chair or a majority of the members of the Commission in a manner provided by State law. The notice shall be provided 24 hours in advance of the meeting to all of the Commission members and to all media outlets who have requested notification and shall be posted. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting and no other business shall be considered. Where the notice of the special meeting is given by the Executive Officer, the notice shall specify that the meeting is being called by either the Chair or a majority of the members of the Commission.