

**RULES OF THE SAN JOAQUIN  
LOCAL AGENCY FORMATION COMMISSION**  
(Adopted June 15, 2007, Revised February 11, 2016)

**CHAPTER I  
General Provisions**

Section 1. These rules shall apply to the San Joaquin Local Agency Formation Commission and are adopted pursuant to the authority vested in the Commission by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3 (commencing with Section 56000) of Title 5 of the Government Code.

**CHAPTER II  
Commission Meetings**

Section 2. The regular meetings of the Local Agency Formation Commission are set for the second Thursday of each month, commencing at the hour of 9:00 a.m. in the Board Chambers, Courthouse, Stockton, California.

Section 3. The meetings shall be conducted in accordance with the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) at Division 2 of Title 5 of the Government Code.

**CHAPTER III  
Election, Powers, Duties of Chairman and Chairman  
Pro Tem, Conduct of Meetings**

Section 4. At the first regular meeting of the Commission held in the new year, the members of the Commission shall elect a Chair and Vice-Chair to serve until the election of their successors. Any member elected Chair or Vice Chair who is removed from office by the power appointing him shall vacate the office and the successor shall be elected by the Commission at its next regular meeting to hold office for the balance of the unexpired term.

Section 5. The Chair shall preside at all meetings of the Commission, and in case of the absence or inability to act, the Vice-Chair shall preside at the meetings of the Commission. The rules prescribed by Robert's Rules of Order revised for proceedings and debate in deliberative assemblies are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules. The Chair shall preserve order and decorum and shall decide all questions of procedure before the Commission, subject to the action of a majority of the Commission.

Section 6. In the absence of a quorum the members present shall adjourn the meeting until the next regular meeting. If all members are absent, the Executive Officer of the Commission may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

Section 7. In the absence or inability of both the Chair and Vice-Chair to act, the members of the Commission present shall, by an order entered on the minutes, select one of their members to act as Chair-Pro-Tem. The Chair-Pro-Tem shall have all of the powers and duties of the Chair during the absence or inability of both the Chair and Vice-Chair to act.

Section 9. The business of each regular meeting of the Commission shall be transacted as far as possible in the following order:

- (a) Roll Call
- (b) Consent Items
- (c) Matters Set for Hearing
- (d) Action Items
- (e) Special Matters
- (f) Public Comments
- (g) Correspondence
- (h) Executive Officer Comments
- (i) Commission Comments
- (j) Closed Session

Section 9. Each roll call of the Commission shall be in alphabetical order, except that the Chair shall be called last. Except when requested by a member or the Chair, the roll need not be called when voting upon a motion.

Section 10. A majority of the members of the Commission constitute a quorum for the transaction of business. No act of the Commission shall be valid or binding unless a majority of all members concur therein.

Section 11. A member who is disqualified or has a conflict of interest shall not participate in the proceedings and shall not vote except as provided in the Political Reform Act of 1975 rules for legally required participation.

Section 12. In all cases, a vote to “abstain” shall be counted as an “aye” vote unless there is a majority vote to defeat the motion and then the vote to abstain shall be counted as a “no” vote.

Section 13. In matters set for hearing only the regular member may vote. If the regular member is absent, disqualified or has a conflict of interest, the alternate member appointed by the same body as the regular member may serve and vote in place of the regular member. In matters not pertaining to public hearing items and of a general nature, all members and alternates may vote unless absent, disqualified, or having a conflict of interest, or if otherwise prohibited by law.

**CHAPTER IV**  
**Duties of the Executive Officer**

Section 15. The Executive Officer appointed by the Commission shall attend each meeting of the Commission and maintain a record of all proceedings. The Commission shall set forth the duties of the Executive Officer in job specifications or other such documents.

Section 16. The Executive Officer shall prepare an agenda for each meeting. The agenda shall comply with the Cortese-Knox-Hertzberg Government Reorganization Act of 2000 and the Ralph M. Brown Act.