

**Rules of the  
Local Agency Formation Commission for the County of Los Angeles**

**(Adopted March 22, 1995)  
(Revised January 8, 2020)**

**CHAPTER I  
GENERAL PROVISIONS**

**SECTION 1.** These rules shall apply to the Local Agency Formation Commission of the County of Los Angeles and are adopted pursuant to the authority vested in the Commission by Chapter 3 of Part 2, Division 3, Title 5 of the Government Code.

**SECTION 2.** Any rule may be amended, repealed, or adopted at any time by a majority vote of the Commission, provided, however, such action shall not affect any pending matter.

**SECTION 3.** Any rule may be temporarily suspended by unanimous consent of the Commission.

**SECTION 4.** Unless otherwise provided by these Rules, all proceedings before the Commission shall be conducted in accordance with, and pursuant to, the parliamentary rules of procedures as prescribed in "Robert's Rules of Order." Provided, further, that the failure to follow the parliamentary rules of procedures as prescribed in "Robert's Rules of Order" shall not invalidate any action taken by the Commission.

**CHAPTER II  
COMMISSION MEETINGS**

**SECTION 5.** The regular meetings of the Local Agency Formation Commission shall be held on the second Wednesday of each and every month, commencing at the hour of 9:00 a.m. thereof, at Room 381B, of the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California 90012, unless cancelled or rescheduled by the Commission or the Commission Chair approves an alternate meeting location. If any regular meeting day falls upon a holiday, the regular meeting of the Commission shall be cancelled or rescheduled.

**SECTION 6.** 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. If the date to which any such meeting is adjourned falls upon a holiday, the adjourned meeting shall be held at the same place on the next succeeding day which is not a holiday at the hour of 9:00 a.m., thereof, in which event all hearings and other matters before the Commission are continued to the same hour of the next succeeding day which is not a holiday.

**SECTION 7.** Any adjourned meeting of a regular meeting or adjourned regular meeting is part of the regular meeting.

**SECTION 8.** Special meetings of the Commission may be called in the 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. The Executive Officer shall provide notice of special meetings to all members of the Commission and the public as required by State law.

**SECTION 9.** Commission members and alternates shall be paid a per diem of \$150 per meeting for attendance at a Commission meeting or a LAFCO-related meeting. Commission members and alternates shall be reimbursed for mileage travelled to and from such meetings within the County of Los Angeles. The mileage reimbursement rate shall be the standard mileage rate for business use of a vehicle set by the Internal Revenue Service (IRS), as adjusted by the IRS from time to time, unless the Commission determines otherwise. Commission members and alternates shall be reimbursed for the actual amount of their reasonable and necessary expenses incurred in attending meetings outside of the County of Los Angeles.

**CHAPTER III  
ELECTION, POWERS, AND DUTIES OF THE CHAIR  
AND VICE-CHAIRS, CONDUCT OF MEETINGS**

**SECTION 10.** The Commission shall be presided over by a Chair, a First Vice-Chair and a Second Vice-Chair, to be elected from amongst the members of the Commission, as provided for in Section 11, below.

**SECTION 11.** The members of the Commission shall elect the Chair, First Vice-Chair and Second Vice-Chair at the first meeting of the Commission held in September of each year to serve until the election of their successors. In the event of a vacancy in the office of the Chair, First Vice-Chair or Second Vice-Chair, the next succeeding officer shall serve as his or her replacement for the remainder of the term. If no next succeeding officer is available to serve, the members of the Commission shall elect another member of the Commission to serve in that office until the end of the term.

**SECTION 12.** The Chair, when present, shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these rules. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Commission.

**SECTION 13.** In the absence of a quorum the members present shall adjourn the meeting until the same hours on the next succeeding day or to the next regularly scheduled commission meeting date. 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 14.** In the absence of, or inability to act of, the Chair, the First Vice-Chair shall preside over the meeting, and in the absence of, or inability to act of, the Chair and First Vice Chair, the Second Vice Chair shall preside over the meeting. When presiding over the meeting as provided for herein, the First or Second Vice-Chair shall have all of the powers and duties of the Chair.

**SECTION 15.** Each motion made by any member of the Commission shall require a second. Motions and seconds may be made by any member of the Commission, including the Chair.

**SECTION 16.** The roll need not be called in voting upon a motion except when requested by a member. If the roll is not called, in the absence of an objection, the Chair may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye."

**SECTION 17.** Each roll call of the Commission shall be in alphabetical order, except that the Chair shall be called last.

**SECTION 18.** 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 the members present concur therein.

**SECTION 19.** The Commission may postpone or continue any pending matter at any time either on its own motion or at the request of any person interested in the matter, as provided for by Section 56666 of the Government Code.

**SECTION 20.** A proposal filed with the Commission may be withdrawn by the proponent who filed the same, until a Certificate of Filing has been issued. A proposal may be withdrawn after a Certificate of Filing has been issued only with the approval of the Commission.

**SECTION 21.** The Executive Officer, or in his/her absence the Deputy Executive Officer, or in the absence of both, staff so designated by the Executive Officer, of the Commission shall attend each meeting of the Commission and maintain a record of all proceedings thereof as required by law.

**SECTION 22.** The Executive Officer shall prepare an agenda for each meeting. The agenda shall include those matters addressed to the Commission requiring its action on file with the Executive Officer and all matters which have previously been set for hearing at such meeting.