

Signature Authority Policy
(Adopted August 13, 2025)

Government Code Section 56038 defines “executive officer” as “the person appointed to the commission pursuant to Section 56384. Government Code Section 56384 states that the “Commission shall appoint an executive officer who shall conduct and perform the day-to-day business of the commission.” In his capacity as the Executive Officer for the Local Agency Formation Commission for the County of Los Angeles (LAFCO), the Executive Officer routinely executes official documents on LAFCO’s behalf. Additionally, Government Code Section 56384 states that “if the executive officer is subject to a conflict of interest on a matter before the commission, the commission shall appoint an alternative executive officer.”

The Commission prefers that the Executive Officer executes official documents on behalf of LAFCO whenever feasible. The Commission recognizes, however, that there may be instances—both expected and unexpected—wherein the Executive Officer is unavailable. Should this occur, the Commission wants to ensure that LAFCO’s work is not unduly delayed, thereby inconveniencing applicants, fellow public agencies, and other stakeholders.

In those instances where the Executive Officer is unavailable, the Commission hereby authorizes the Deputy Executive Officer to execute the following documents:

- Final Meeting Minutes of Commission Meetings, and only after the Commission has adopted the Draft Meeting Minutes at a regular meeting or special meeting of the Commission;
- Resolutions Making Determinations (RMDs), and only after the Commission has adopted the RMD at a regular or special meeting of the Commission (pursuant to Government Code Section 56880);
- Certificates of Completion (COC’s), pursuant to Government Code 57200, for filing with the Los Angeles County Registrar-Recorder/County Clerk (RRCC), or its successor agency, and only after the following has occurred:
 1. The Commission has adopted an RMD (pursuant to Government Code Section 56880) approving a change of organization, reorganization, sphere amendment, sphere update, out-of-agency service agreement, or any other action or determination requested from the commission;
 2. The Deputy Executive Officer has determined (pursuant to Government Code §§ 57078, 57091, 57092, 57093, or 57094, as applicable) that a majority protest does not exist; or that the Commission has waived protest proceedings pursuant to Government Code §56662 and/or Government Code §56663; and
 3. The Deputy Executive Officer has determined, pursuant to Government Code § 56895, that at least thirty (30) days have lapsed since the Commission adopted the RMD, and that no person or affected local agency has filed a written request for reconsideration of the RMD;

- California Environmental Quality Act (CEQA) Notices of Determination (NODs) and Notices of Exemption (NOEs) with the Los Angeles County Registrar-Recorder/County Clerk (RRCC), or its successor agency, pursuant to Public Resources Code Section 21152, subsection (a) or (b), as applicable;
- California Environmental Quality Act (CEQA) Notices of Determination (NOD) and Notices of Exemption (NOEs) with the CEQAnet database of the State Clearinghouse Office of Land Use and Climate Innovation (LCI) within the State of California Office of Planning & Research (OPR), or its successor agency, pursuant to Public Resources Code Section 21152 subsection (a) or (b), as applicable; and
- Statement of Boundary Change with the State of California Board of Equalization (BOE), or its successor agency, pursuant to Government Code Section 57204, as applicable.