




Executive Officer's Report

To: Commissioners

Javier Moreno, Chair (City)
Robert Amparano, (City)
Jesus E. Escobar, Vice-Chair (County)
Michael W. Kelley (County)
David Salgado (Public)

Alternate Commissioners

Ramon Castro (City)
John Hawk (County)
Jose Landeros (Public)

From: Steve Walker, Legal Counsel 

Item #: 9b

Subject: Appointment of a Southern Region Representative

Date: July 25, 2024

Time: 08:30 a.m.

Location: El Centro City Council Chambers
1275 Main Street, El Centro, CA 92243

Recommendation by the Executive Officer

- Option #1:** Appoint the Imperial LAFCO Chairman to be a board member on the Southern Region of the California Local Agency Formation Commissions, to represent the Imperial LAFCO.
- Option #2:** Appoint another Imperial LAFCO Commissioner to be a board member on the Southern Region of the California Local Agency Formation Commissions, to represent the Imperial LAFCO.

Report

The Southern Region of the California Local Agency Formation Commissions has requested that the Imperial LAFCO appoint an Imperial LAFCO Commissioner to be a board member of the Southern Region of the California Local Agency Formation Commissions, to represent the Imperial LAFCO.

The Southern Region of the California Local Agency Formation Commissions consists of members from the following LAFCOs (Imperial, Los Angeles, Orange, San Bernardino, San Diego, and Riverside). David H. West was the prior representative from the Imperial LAFCO, who retired in December of 2023 from the Imperial LAFCO Commission, so we need a replacement.

The next Southern Region of the California Local Agency Formation Commissions meeting is on Wednesday, August 28, 2024, from 10:00 a.m. to 12:00 p.m. via Zoom.

Southern Region of the California Local Agency Formation Commissions Mission Statement

Please note: The Mission Statement has not been updated since the name change from the Coalition of California LAFCOs to the Southern Region of California Local Agency Formation Commissions

The Coalition of California LAFCOs was formed to foster collaboration among commissioners and staff and to provide an educational, legislative, technical and training resource to further the goals of the Cortese-Knox-Hertzberg Act and other priorities of interest to its members.

Recommendation by the Executive Officer

- Option #1:** Appoint the Imperial LAFCO Chairman to be a board member on the Southern Region of the California Local Agency Formation Commissions, to represent the Imperial LAFCO.
- Option #2:** Appoint another Imperial LAFCO Commissioner to be a board member on the Southern Region of the California Local Agency Formation Commissions, to represent the Imperial LAFCO.

Exhibit A: By-Laws

BYLAWS
of the
SOUTHERN REGION OF THE CALIFORNIA ASSOCIATION
OF LOCAL AGENCY FORMATION COMMISSIONS
(SOUTHERN REGION)

CHAPTER I
GENERAL PROVISIONS

SECTION 1. These Bylaws rules shall apply to the **SOUTHERN REGION OF THE CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS (SOUTHERN REGION)** and are adopted pursuant to the authority vested to the Board of Directors (Board) by the membership.

SECTION 2. Any Bylaw, may be amended, repealed, or adopted at any time by a three-quarter (3/4) vote of the Board.

SECTION 3. Unless otherwise provided by these Bylaws, all proceedings before the Board shall be conducted in accordance with, and pursuant to, the parliamentary rules of procedures as prescribed in "Rosenberg's Rules of Order." Provided, further, that the failure to follow the parliamentary rules of procedures as prescribed in "Rosenberg's Rules of Order" shall not invalidate any action taken by the Board.

Chapter II

MEMBERSHIP

SECTION 4. Membership in the Southern Region shall consist of each of the LAFCOs within the Southern Region, as designated by the CALAFCO Board of Directors.

SECTION 5. Membership of the Southern Region shall change as the CALAFCO Board of Directors adds or removes LAFCOs from the Southern Region.

SECTION 6. The membership year shall be on a fiscal year basis from July 1 to June 30.

CHAPTER III

MEETINGS

SECTION 7. The regular meetings of the Southern Region shall be held twice annually at a time and location selected by the Chair. The meetings of the Board shall be open to members of the Southern Region and/or invited guests. Meetings of the Southern Region Board, records of reports and actions are to be considered private information.

SECTION 7.5 The first regular meeting of the calendar year shall be referred to as the Annual Summit. In addition to Board members, attendance of other Commissioners and staff shall be encouraged. The agenda for the Annual Summit may include special content, such as outside speakers, as determined appropriate by the Chair or the Board.

SECTION 8. Special meetings of the Southern Region may be called by the Chair. The order calling the Special meeting shall be provided at least three business days in advance and 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 Special meeting. Special meetings may be conducted via conference call.

SECTION 9. Board members shall receive no compensation for their participation in attending Southern Region meetings, except as authorized and paid by that member's LAFCO. Member agencies shall be responsible for their own expenses.

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

SECTION 10. The Southern Region Board shall consist of one Commissioner and an alternate from each County. The alternate, as designated by the Commission, can be a staff member or other Commissioner who shall vote in the absence of the regular Commissioner. The Board of Directors shall be presided over by a Chair, a Vice-Chair, a Secretary, and Treasurer to be elected by the general membership.

SECTION 11. The voting membership shall elect the officers at the Annual Summit to serve until the election of their successors. In the event of a vacancy on the Board or in the office of the Chair/ Vice-Chair/Secretary/Treasurer, 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 Board shall elect another member of the Board to serve in that office until the end of the term.

SECTION 11.5 When possible, upon election or succession to the position of Chair, the Chair shall designate a staff member of his/her commission to serve as the Executive Officer of the Southern Region. When possible, the Vice-Chair shall similarly designate a staff member from his/her LAFCO to serve as Deputy Executive Officer for the purpose of providing assistance to the Executive Officer. Alternatively, the Chair may designate a staff member of another Southern Region commission to serve as Executive Officer or Deputy Executive Officer.

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

SECTION 13. A quorum shall constitute a majority of the voting Board members. 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 Board meeting date. For purposes of establishing a quorum, Board Members may access the meeting by telephone.

SECTION 14. In the absence of, or inability of, the Chair to act, the Vice-Chair or in the absence of the Vice-Chair, the next highest ranking officer, shall preside over the meeting. When presiding over the meeting as provided for herein, the Vice-Chair, or in his or her absence, the next highest ranking officer shall have all of the powers and duties of the Chair.

SECTION 15. Each motion made by any member of the Board shall require a second. Motions and seconds may be made by any member of the Board.

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 Board shall be in random order, except that the Chair shall be called last.

SECTION 18. A majority of the members of the Board constitute a quorum for the transaction of business, no act of the Board shall be valid or binding unless a majority of all the members concur therein.

SECTION 19. The Board may postpone or continue any pending matter at any time by action of a majority of the Board.

SECTION 20. The Chair, Executive Officer, or other designee shall prepare an agenda for each meeting and distribute it to the Board at least three business days in advance of the meeting. The meeting agenda may be updated or amended by the

Chair due to more recent information as needed prior to the meeting, subject to concurrence of the Board at the start of the scheduled meeting.

Chapter V

EXPENSES OF THE SOUTHERN REGION

SECTION 21. Direct costs associated with hosting meetings of the Southern Region may be recovered by the host LAFCO. The host LAFCO shall transmit invoices to member LAFCOs in attendance for payment.

Chapter VI

POLICIES AND PROCEDURES

SECTION 22. Policies and Procedures shall be adopted by the Southern Region Board and may be amended by a majority vote of the Board.

SECTION 23. Legislative Policy and Procedures

I. PURPOSE

The members of the Southern Region have vested interests in legislative issues and proposals that may impact the authority of Local Agency Formation Commissions (LAFCOs) and the policies and the processes outlined in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH”). Each member of Southern Region is at liberty to adopt their own local policies and procedures related to legislation and to monitor, track, propose and influence legislation at the local and state level. The purpose of this policy is to provide a mechanism for the coordination of efforts to the benefit of all member agencies that will increase cooperation and effectiveness of legislative advocacy in Southern California and ensure effective representation of legislative concerns in CALAFCO forums.

II. POLICY

It is the policy of the Southern Region to coordinate whenever possible on legislation and legislative activities of LAFCO interest. The Southern Region is not established as a lobbying organization, but functions solely to share information and improve collaboration among its member agencies and to communicate common concerns to the CALAFCO Legislative Committee and Board of Directors.

III. PROCEDURES

- A. Maintain communication concerning and knowledge of legislative activities primarily at the State of California level in the Legislature, local legislators’ staff, the Governor’s Office and with local government offices. Establish and support interaction with legislators and their staff, as appropriate for pending legislation and ongoing legislative efforts.
- B. Monitor activities, identify proposed legislation, and track the progress of those bills or regulations that may have a positive or negative impact upon

Southern Region member agencies relating to the CKH Act or other codes and regulations affecting LAFCO activities.

- C. Prepare written updates to the Southern Region Board at the regular or special meetings or as requested by the Board on proposed bills and their impacts to member agencies. Provide these reports in summary form utilizing electronic tracking programs, if available.
- D. Establish and maintain communication as needed with other organizations that are directly or indirectly affected by CKH. These organizations include, but are not limited to the California Special District Association (“CSDA”), League of California Cities, California State Association of Counties (“CSAC”) and California Association of Sanitation Agencies (“CASA”). Coordinate with the identified agencies to include liaison and interaction with the Southern Region on legislative issues in their regular activities to improve collaboration on legislation of mutual interest. Such communication, whenever possible, should reinforce CALAFCO efforts and, under no circumstances shall such activities undermine activities of, or positions taken by, CALAFCO.
- E. Members of the Southern Region will regularly communicate concerns or information on legislation to the other members in a collaborative manner.
- F. In the event that specific legislation is of great concern to one or more of the member agencies, the Board will meet and determine if more active efforts are required on the bill and the appropriate action to be taken. Such a meeting may be held by telephone conference and scheduled at the request of the Southern Region Chair or Executive Officer.
- G. The preferred forum of communication with CALAFCO shall be through participation of members in the CALAFCO Legislative Committee and through our Southern Region representatives on the CALAFCO Board of Directors.