

**SECTION 4:**  
**Administrative**  
**Policies**  
**and Procedures**

## Guidelines for Selecting OC LAFCO Voting Delegates

### I. PURPOSE

To establish policy for the selection of OC LAFCO voting delegates to cast votes in the election of CALAFCO Executive Board members and participants in other voting matters during CALAFCO conferences and meetings.

### II. POLICY STATEMENT

The current Chair and Vice Chair of OC LAFCO shall be designated as the Voting Delegate and Alternate Voting Delegate, respectively, for all CALAFCO sponsored conferences and meetings.

### III. PROCEDURES

No Commission action is required to formally designate the Chair and Vice Chair as Voting Delegates.

- A. In the event the Chair is unable to attend a CALAFCO conference or meeting in which a designated Voting Delegate is required, the Vice Chair shall serve as the Commission's Voting Delegate, and the Immediate Past Chair shall serve as the Alternate Voting Delegate at the CALAFCO conference or meeting.
- B. In the event that both the Chair and the Vice Chair are unable to attend a CALAFCO conference or meeting in which a designated Voting Delegate is required, the Immediate Past Chair shall serve as the Commission's Voting Delegate and the Commission shall appoint one Commissioner to serve as an Alternate Voting Delegate prior to the scheduled date of the CALAFCO conference or meeting.

**Originally Adopted: 2/8/2012**

**Last Reviewed: 3/8/2023**

**Last Revised: Not applicable**