

SECTION 4:
Administrative
Policies
and Procedures

Policy and Procedural Guidelines for OC LAFCO Sponsorship of Conferences and Meetings

I. PURPOSE

To establish policy and procedural guidelines for Commission sponsorship of conferences and meetings.

II. POLICY STATEMENT

The Commission shall only consider financial sponsorship of conferences or meetings if: (1) OC LAFCO is a member of the organization hosting the event, and (2) there are sufficient funds budgeted in the current OC LAFCO budget to fully cover all sponsorship costs.

III. PROCEDURAL GUIDELINES

- A. Requests for OC LAFCO sponsorship of conferences and meetings shall be submitted in writing to the Executive Officer.
- B. The Executive Officer shall have the express authority of the Commission to deny any sponsorship requests from organizations in which OC LAFCO is not a member and/or there are insufficient funds in the OC LAFCO budget to cover the projected sponsorship costs.
- C. If an organization of which OC LAFCO is a member submits a request for meeting or conference sponsorship, and there are sufficient funds in the OC LAFCO budget available to cover the project costs, the Executive Officer will schedule the request at the next available OC LAFCO hearing for full Commission consideration and discussion.
- D. The Commission's determination on each sponsorship request will be transmitted in writing by the Executive Officer to the requesting organization within ten days of the Commission's action.

Originally Adopted: 2/9/2011

Last Reviewed: 3/8/2023

Last Revised: Not applicable