

February 6, 2014

Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara CA 93101

**Change in Commissioner Handbook Rules and Regulations to Make References to Commissioners Gender Neutral**

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission approve the modification to the “Commission Rules and Procedures to make references to Commissioner Gender Neutral (four-fifths vote required).

DISCUSSION

Policies adopted by the Commission are contained in the Commissioner Handbook. Chapter 6, is entitled “Rules and Regulations” and contains a reference on Page 3, Review of Record, and Item 1) that should be revised as follows:

A member shall not participate in a final vote on a matter on which a hearing has been held at which such member was not in attendance, until that member has familiarized **himself themselves** with the substance of such hearing.

Pursuant to Commissioner’s Handbook, Section G the Commission’s Rules and Procedures may be amended by a four-fifths vote of the Commission. Therefore six affirmative votes are required to approve these changes.

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer