



CALIFORNIA
ASSOCIATION OF
LOCAL AGENCY
FORMATION
COMMISSIONS

MEMORANDUM

1 July 2009

TO: LAFCo Executive Officers

FROM: Bill Chiat
CALAFCO Executive Director

RE: **2009 CALAFCO Board of Directors Elections and Achievement Award Nominations**

2009
Board of Directors

Chair
ROGER ANDERSON
Santa Cruz LAFCo

Vice Chair
SUSAN WICKLUND WILSON
Santa Clara LAFCo

Treasurer
JERRY GLADBACH
Los Angeles LAFCo

Secretary
SEPI RICHARDSON
San Mateo LAFCo

CHERYL BROTHERS
Orange LAFCo

MARY JANE GRIEGO
Yuba LAFCo

KAY HOSMER
Cokua LAFCo

GAY JONES
Sacramento LAFCo

GEORGE LANGE
Ventura LAFCo

THEODORE NOVELLI
Amador LAFCo

DENISE RUSHING
Lake LAFCo

SIMÓN SALINAS
Monterey LAFCo

CATHY SCHLOTTMANN
Santa Barbara LAFCo

ALLEN SETTLE
San Luis Obispo LAFCo

CHRIS TOOKER
Sacramento LAFCo

Staff

WILLIAM S. CHIAT
Executive Director

PAUL HOOD
Executive Officer

CLARK ALSOP
Legal Counsel

JOYCE CROSTHWAITTE
Deputy Executive Officer

SR JONES
Deputy Executive Officer

Attached please find copies of the nomination announcement for both the CALAFCO Board of Directors and the 2009 Achievement Awards. Could you please copy and distribute to your Commission members? Electronic copies are available for download on the CALAFCO website (www.calafco.org). You will also find handy copies of the forms which can be completed electronically and printed out.

Board of Director Elections

There are seven seats up for election this fall. The members up for election are listed in the materials. As of this writing all have indicated interest in seeking re-election. Deadline for nominations to the Recruitment Committee is **Tuesday, 29 September 2009**. Nominations may also be made from the floor at the CALAFCO Business Meeting. The elections will be held at the business meeting, scheduled on Thursday, 29 October 2009 at Tenaya Lodge beginning at 8:30 a.m.

Voting Delegate

The CALAFCO By Laws requires each member LAFCo to designate a Voting Delegate to vote on behalf of their commission. The Voting Delegate may be a commissioner, alternate commissioner, or executive officer. At your earliest convenience please let me know who your delegate will be. They must be designated prior to the annual meeting.

Achievement Awards

The Achievement Awards provide an important opportunity to recognize the individuals and organizations that make significant contributions to your LAFCo, CALAFCO and the principles of Cortese-Knox-Hertzberg. This will be the first year for awarding the *Mike Gotch Courage and Innovation in Local Government Award*; a chance to acknowledge an individual who has made a difference in local government. Nominations may be made by individuals or commissions. Deadline for nominations is **Friday, 2 October 2009**. Awards will be presented at the awards banquet held during the annual conference on Thursday evening, 29 October 2009 at Tenaya Lodge.

Thanks for helping get the word out to your Commission!

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org



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**2009
Board of Directors**

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24 June 2009

TO: Local Agency Formation Commissions
Members and Alternate Members

FROM: Chris Tooker, Chair (916-653-1634)
Recruitment Committee
CALAFCO Board of Directors

RE: Nominations for CALAFCO Board of Directors

Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four times each year, alternating between northern and southern California. The time commitment is small and the rewards great!

The following offices on the CALAFCO Board of Directors are now open for nominations. The election will be held at the CALAFCO Annual Business Meeting held during the annual conference on Thursday, October 29, 2009 at the Tenaya Lodge near Yosemite for:

- 2 County Members**
- 2 City Members**
- 2 Special District Members**
- 1 Public Member**

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited offices until September 25, 2009. Incumbents are eligible to run for another 2-year term. Nominations received by September 25th will be included in the Recruitment Committee's Report, copies of which will be available at the Annual Conference. Nominations after this date will be returned; however, at the Annual Business Meeting, nominations will be permitted from the floor.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached "Candidate's Resume" form and may also provide a letter of recommendation, or resolution, from their Commission. The resume must be received no later than **Tuesday, September 29, 2009**.

This year we have asked Elliot Mulberg to assist us. Elliot, a veteran of the nomination and election process, now works with our associate member Michael Brandman Associates.

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org



Please forward nominations to:

CALAFCO Recruitment Committee
c/o Chris Tooker
Sacramento LAFCo
1112 I St, Suite 100
Sacramento, California 95814-2836
FAX: 916/874-2939

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. The members of the CALAFCO Recruitment Committee are:

Chris Tooker, Chair, Sacramento LAFCo
Mary Jane Griego, Yuba LAFCo
Jerry Gladbach, Los Angeles LAFCo
Allen Settle, San Luis Obispo LAFCo

If you have any questions, please contact Chris Tooker at (916) 653-1634.

Please consider joining us!

Enclosures

2009 CALAFCO Board of Directors Elections
BOARD SEATS UP FOR ELECTION

COUNTY MEMBER

Two seats

Ted Novelli (Amador)
Simón Salinas (Monterey)

CITY MEMBER

Two seats

Cheryl Brothers (Orange)
Kay Hosmer (Colusa)

SPECIAL DISTRICT

Two seats

George Lange (Ventura)
Cathy Schlottmann (Santa Barbara)

PUBLIC MEMBER

One seat

Susan Wilson (Santa Clara)

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF A RECRUITMENT COMMITTEE:

- a. The Board no later than four months prior to the Annual Conference shall appoint a Recruitment Committee of four members of the Board. The Recruitment Committee shall consist of one city member, one county member, one public member and one special district member whose terms of office on the Board are not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The Executive Officer of the Recruitment Committee Chairman's LAFCo shall serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.

2. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than three months prior to the Annual Conference, the Recruitment Committee Chairman shall send an announcement to each LAFCo for distribution to each member and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Nominations Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chairman's LAFCo address and phone number.
 - iv. A form for each LAFCo to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. The Recruitment Committee Chairman shall send an announcement to the newsletter editor for publication. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chairman's

LAFCo address and phone number.

- c. The Recruitment Committee Chairman shall send an announcement to the CALAFCO "webmaster" for publication on the CALAFCO web site. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chairman's LAFCo address and phone number.
- d. A copy of these procedures shall be posted on the web site.

3. THE RECRUITMENT COMMITTEE:

- a. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members of the Recruitment Committee copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. In the event that there are insufficient nominations for all offices subject to the election, the Recruitment Committee Chairman shall call a meeting of the Recruitment Committee (which may be held by phone) to:
 - i. Determine the number and category of nominations needed to fill all offices;
 - ii. Divide responsibilities among its member to seek candidates to fill those vacancies, giving consideration to geographical diversity as well as category diversity between urban, suburban and rural LAFCos.
- c. Once sufficient nominations are received to fill all offices subject to the election, the Recruitment Committee shall meet again, no later than 36 hours prior to the Business Session of the Annual Conference. The meeting may be held by telephone.
- d. At the conclusion of its meeting, the Recruitment Committee shall prepare a report to the membership, which includes:
 - i. The time and date of the Recruitment Committee meeting.
 - ii. The number of nominations received in each category.
 - iii. The names and resumes of all individuals nominated in each category.
- e. Make available sufficient copies of the Recruitment Committee Report for each Conference participant by the beginning of the Annual Business Meeting.
- f. Make available, along with the Recruitment Committee Report, blank copies of the nomination forms and resume forms to accommodate nominations from the floor.
- g. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- h. Post the candidate statements/resumes on a bulletin board near the registration desk.
- i. At a time approved by the Board, the Recruitment Committee shall hold a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.

4. AT THE TIME FOR ELECTIONS DURING THE ANNUAL BUSINESS MEETING:

- a. The Recruitment Committee Chairman or another member of the Recruitment Committee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present the Recruitment Committee Report (previously distributed).
 - iii. Call for additional nominations from the floor by category:
 1. For city members.
 2. For county members.
 3. For public members.
 4. For special district members.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. When nominations in all categories have been closed, the Presiding Officer shall conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 1. Name the nominees and offices for which they are nominated.
 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For each contested category, the Presiding Officer shall:
 1. Poll the LAFCos in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. With assistance from CALAFCO staff, tally the votes and announce the results.
 - iii. Election to the Board shall occur as follows:
 1. For one vacancy, the nominee receiving the highest number of votes is elected.
 2. For two vacancies, the two nominees receiving the two highest numbers of votes are elected.
 3. In case of tie votes:
 - a. For one vacancy, drop all nominees except the two who tied with the highest number of votes and repeat the election process.
 - b. If there are two vacancies and there is a two-way tie for second place, the

person with the most votes is declared elected.

- c. Remove from consideration all nominees with fewer votes than those tied for second and repeat the election process between the two tied to fill the remaining vacancy.
- d. If three or more are tied, drop the nominees with fewer votes and conduct the runoff election among those tied.

5. ADDITIONAL PROCEDURES

- a. In all contested elections, names will be listed in the order nominated.
- b. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.
- c. Examples of process for determining who is elected:

<i>Number of Vacancies</i>	<i>Candidate</i>	<i>Votes</i>	<i>Result</i>
One vacancy	A	18	Runoff Election between A & B.
	B	18	
	C	14	
	D	10	
Two vacancies	A	18	A is elected. Runoff election between B & C.
	B	15	
	C	15	
	D	9	
Two vacancies	A	18	A & B are both elected.
	B	18	
	C	10	
	D	10	
Two vacancies	A	18	A is elected. Runoff election among B, C, and D for 2nd vacancy.
	B	10	
	C	10	
	D	10	
Two vacancies	A	15	Runoff election among A, B, & C for two vacancies. D is dropped from consideration
	B	15	
	C	15	
	D	10	

6. LOSS OF ELECTION IN HOME LAFCo

Board Members and candidates who lose elections in their home office shall notify the Executive Director **PRIOR** to the Annual Conference.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007. They supersede all previous versions of the policies.

CALIFORNIA ASSOCIATION OF
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COMMISSIONS



Board of Directors Recommendation Form

Recommendation to the CALAFCO Membership

In accordance with the Election Procedures of CALAFCO, the _____ LAFCo
nominates _____ for the _____ position on the
CALAFCO Board of Directors to be filled by election at the next Annual Conference.

LAFCo Chair

Date: _____

NOTICE OF DEADLINE

Nominations must be received by **September 29, 2009** to be considered by the Recruitment Committee. Send completed nominations to:

CALAFCO Recruitment Committee
c/o Chris Tooker
Sacramento LAFCo
1112 I St., Suite 100
Sacramento, CA 95814-2836

Date Received _____

Board of Directors Candidate Resume Form

Recommended By: _____ LAFCo Date: _____

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Voice _____ Fax _____

e-mail _____ @ _____

Personal Information:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Activities or Comments:

<p>NOTICE OF DEADLINE</p> <p>Nominations must be received by September 29, 2009 to be considered by the Recruitment Committee. Send completed nominations to:</p> <p>CALAFCO Recruitment Committee c/o Chris Tooker Sacramento LAFCO 1112 I St., Suite 100 Sacramento, CA 95814-2836</p>
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