

CALIFORNIA  
ASSOCIATION OF  
LOCAL AGENCY  
FORMATION  
COMMISSIONS



2007-08  
Board of Directors

28 May 2008

**Chair**  
PETER HERZOG  
Orange LAFCo

**Vice Chair**  
ROGER ANDERSON  
Santa Cruz LAFCo

**Treasurer**  
SUSAN VICKLUND WILSON  
Santa Clara LAFCo

**Secretary**  
JERRY GLADBACH  
Los Angeles LAFCo

**TO:** Local Agency Formation Commissions  
Members and Alternate Members

**FROM:** Jocelyn Combs, Chair (510-615-5583)  
Nominations Committee  
CALAFCO Board Nominations

**RE: Nominations for CALAFCO Board of Directors**

JOCELYN COMBS  
Alameda LAFCo

GAY JONES  
Sacramento LAFCo

MATT GOURLEY  
Monterey LAFCo

MARY JANE GRIEGO  
Yuba LAFCo

KATHY LONG  
Ventura LAFCo

THEODORE NOVELLI  
Amador LAFCo

ED ROBEY  
Lake LAFCo

SEPI RICHARDSON  
San Mateo LAFCo

CATHY SCHLOTTMANN  
Santa Barbara LAFCo

JOSH SUSMAN  
Nevada LAFCo

CHRIS TOOKER  
Sacramento LAFCo

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 Annual Conference, Thursday, September 4, 2008, in Los Angeles for:

- 3 County Members
- 2 City Members
- 2 Special District Members
- 2 Public Members

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited offices until August 4, 2008. Incumbents are eligible to run for another 2-year term. Usually there are two County Member seats filled each year, however, this year one of our county members is not seeking re-election to the board of supervisors thus opening up a third county seat.

Nominations received by August 4 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 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 **August 4, 2008**.

This year we have asked Elliot Mulberg and Mona Palacios to assist us. Elliot, a veteran of the nomination and election process, now works with our associate member Michael Brandman Associates. Mona Palacios, new to the process, is an Analyst with Alameda LAFCO.

801 12th Street, Suite 611  
Sacramento, CA 95814

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

[www.calafco.org](http://www.calafco.org)

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Please forward applications to:

Elliot Mulberg  
Recruitment Committee  
Michael Brandman Associates  
2000 'O' St., Suite 200  
Sacramento, California 95811

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

Jocelyn Combs, Chair, Alameda LAFCo  
Josh Susman, Nevada LAFCo  
Ted Novelli, Amador LAFCo

If you have any questions, please contact Elliot Mulberg at (916)-447-1100.

*Please consider joining us!*

Enclosures

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## **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 NOMINATIONS COMMITTEE:**

- a. The Board no later than four months prior to the Annual Conference shall appoint a Nominations Committee of four members of the Board. The Nominations 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 Nominations Committee to serve as Chairman. The Executive Officer of the Nominations Committee Chairman's LAFCo shall serve as staff for the Nominations 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 Nominations 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 Nominations 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 Nominations 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 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 Nominations Committee action."
  - iii. The names of the Nominations Committee members with the Committee Chairman's

LAFCo address and phone number.

- c. The Nominations 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 Nominations 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 NOMINATIONS COMMITTEE:

- a. No later than two weeks prior to the Annual Conference, the Nominations Committee Chair shall distribute to the members of the Nominations 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 Nominations Committee Chairman shall call a meeting of the Nominations 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 Nominations 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 Nominations Committee Report for each Conference participant by beginning of the Conference Business Session.
- f. Make available, along with the Nominations 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 Nominations 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 Nominations Committee Chairman or another member of the Nominations Committee (hereafter called the Presiding Officer) shall:
  - i. Review the election procedure with the membership.
  - ii. Present Nominations Committee Report (previously distributed).
  - iii. Call for additional nominations from the floor by category:
    1. For city member.
    2. For county member.
    3. For public members.
    4. For special district member.
- 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:

<b>Number of Vacancies</b>	<b>Candidate</b>	<b>Votes</b>	<b>Result</b>
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.*

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