

To: Olin Woods, Chair, and Members of the  
Yolo Local Agency Formation Commission

From: Elisa Carvalho, Assistant Executive Officer

Date: February 22, 2010

Subject: CALAFCO Board Regional Structure Recommendation to Membership

## **Recommended Action**

Receive California Association of LAFCO's (CALAFCO) February 5, 2010 meeting memo regarding Regional Structure Recommendation to Membership (Attachment A).

## **Reason for Recommended Action**

At its February 5, 2010 meeting, the CALAFCO Board of Directors unanimously approved draft Bylaw amendments, Policy changes, a proposed regional map, and a proposed plan and timeline to implement changes to establish a regional structure and election procedures among CALAFCO membership.

## **Background**

At its January 15, 2010 meeting, the CALAFCO Board voted to 1.) create and elect members from each of four regions and increase the Board from 15 to 16 members; 2.) establish a regional map and expand the number of volunteer staff officers to four; and 3.) complete the bylaw amendment process prior to and for election of all new officers at the annual meeting in October 2010. To accomplish its goals of creating regions and a new election process, the Board asked its staff to make the changes represented in the attached memo.

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### **COMMISSIONERS**

★ *Public Member* Olin Woods, Chair ★  
★ *County Member* Matt Rexroad, Vice Chair ★  
★ *City Members* Tom McMasters-Stone, Stephen Souza ★ *County Member* Helen M. Thomson ★

### **ALTERNATE COMMISSIONERS**

★ *Public Member* Robert Ramming ★ *City Member* Skip Davies ★ *County Member* Jim Provenza ★

### **STAFF**

★ *Executive Officer* Elizabeth Castro Kemper ★ *Assistant Executive Officer* Elisa Carvalho ★  
★ *Commission Clerk* Terri Tuck ★ *Commission Counsel* Robyn Truitt Drivon ★

February 22, 2010

Attachments:

Attachment A: February 5, 2010 CALAFCO meeting memo regarding Regional Structure Recommendation to Membership

**Board of Directors Electronic Meeting**  
28 January 2010

**MEMORANDUM**

**To:** CALAFCO Board of Directors  
**From:** William Chiat, Executive Director  
**Date:** Revised – 5 February 2010  
**RE:** **Regional Structure Recommendation to Membership**

**RECOMMENDATION**

1. Approve the proposed bylaw amendments and recommend to membership for approval.
2. Approve the proposed policy changes, subject to membership approval of the Bylaw amendments.
3. Approve the proposed regional map.
4. Approve the proposed implementation plan and timeline.
5. Direct staff to prepare a detailed staff report and mail ballot for the membership for approval at the 14 May 2010 Board of Directors meeting.

**DISCUSSION**

At your 15 January 2010 Board meeting your Board took three votes initiating the process to submit a recommendation to the membership to reshape the method by which the Association Board of Directors is elected. The Board approved motions to: 1) create four regions and elect four members (city, county, special district, public) by each region at caucuses during the annual meeting and to increase the Board to 16 members; 2) establish the map of the four regions and to expand the number of volunteer staff officers to four with the goal of one officer from each region; and 3) complete the bylaw amendment process in advance of the annual meeting so that the elections for the new board could take place at the annual meeting in October 2010, and that all 16 seats would be up for election (eight for one-year terms and eight for two-year terms). Further the Board directed staff to prepare the draft bylaw amendments, policy changes, recommended implementation timeline, and final map for Board review and approval by the end of the month. Your Board agreed to approve these documents through an electronic meeting.

Based on your direction, staff has prepared the attached documents for your consideration and approval.

The **Bylaw amendments** expand the Board to 16 voting members, establish four regions, and specify that each region shall elect its four members. It also provides that any seats not filled by the region would be subject to an at-large nomination and vote.

The revisions to the **Policies** address a number of issues:

- ◆ Identifies the membership of each region (which can be changed by the Board rather than require a member vote)
- ◆ Clarifies the process for appointment of officers and expands the number of volunteer officers to four
- ◆ Provides a revised nominations and election process based on regions. In preparing the revised procedures staff attempted to keep them consistent with the current process and timeframes. It

maintains the Recruitment Committee's role in overseeing the nominations and election process, but leaves the election to each region. It also provides a process for election of at-large seats at the business meeting, if needed. Staff believes the concurrent regional election caucuses are manageable. However, since the process is by Board policy it can be modified by action of the Board to accommodate process improvements after the first election. At your 15 May meeting staff will provide a recommended methodology for determining which seats are initially one or two year terms.

The proposed **Time Frame for Implementation** begins with the final action, election of the new Board and backs up dates for both nominations and the Bylaw change mail ballot process based on what is required in the Bylaws or Policies. Staff is proposing a 54-day voting period by the members. This will allow every LAFCo with a regularly scheduled meeting to consider the Bylaw recommendation at their regular meeting. Five LAFCos do not have regularly scheduled meetings or meet annually. Staff will inform those LAFCos well in advance so they may schedule a meeting during the ballot period if they so choose.

The **Map** reflects the four regions as approved by the Board on 15 January. The LAFCos in each region are set by policy and may be changed in the future by the Board at the request of members.

## **ATTACHMENTS**

1. Draft Bylaw Amendments
2. Draft Change to Association Policies
3. Proposed Timeframes for Implementation
4. Approved Map of Regions

## **ELECTRONIC MEETING VOTE**

This meeting is being called by Chair Roger Anderson who is also making the motion to approve the staff recommendations. The electronic meeting and vote is being conducted as directed by your Board to ensure that that decisions reached at your 15 January 2010 meeting are properly reflected in the proposed changes to the Association Bylaws and Policies.

The CALAFCO Electronic Voting Policy is included at the end of this letter. At your 15 January 2010 your Board directed a six-day discussion period rather than the two day period called for in the policy. Please use the "reply all" if you would like to add any comments to the discussion. ***The discussion period will end at the close of business on Wednesday, 3 February 2010.***

Following the discussion period, the Chair (as motion maker) will make any modifications to the motion and the formal motion will be submitted to you for your vote. We expect that to be sent to you on Thursday, 4 February. The voting period will be two (2) business days from the time the formal motion is sent out. A quorum of at least eight Board members must vote in order for the vote to pass.

### **5.4 Electronic Voting Policy**

The Board of Directors established an e-vote policy to accommodate decisions on urgent or critical issues that the Board must address, and that cannot be delayed until the next regularly scheduled Board meeting.

1. Making a Motion – Any Board Member may request the chair or vice-chair to make a motion by corresponding electronically with all other Board Members. The substantive motion would also include a motion to call a "Special E-Meeting" of the Board. Should the chair or vice chair deny the motion, the Board Member may appeal to the CALAFCO Officers within 24 hours to reconsider the denial. The Officers may then decide to proceed with the vote or deny the request. This denial is final.

2. Calling the Meeting – The Chair, in consultation with the Vice Chair and the Executive Director will determine if the request meets the standard of urgent or critical. If it is determined to meet the criteria, the Chair will call the meeting to order and direct the Executive Director to begin the process.
3. Initiation and Opportunity for Discussion – The Executive Director will e-mail the proposed motion to all Members. This will initiate a two (2) working day (excluding weekends and holidays) discussion period. Members may discuss the motion through “reply-all” e-mail at any time during this discussion period. No individual conversations (electronically or otherwise are permitted on the motion).
4. Formal Motion – Following the discussion period, the Member who made the initial motion may change or modify it as they see fit. The Executive Director will resubmit the motion for a second and vote of the Board.
5. Seconding the Motion – A positive vote from any other Member is considered a second to the motion.
6. Voting Period – Members vote by using the “reply-all” button so that every Board Member sees all votes. The voting process must be completed within two (2) working days, although a shorter time frame could be requested in the body of the motion. In no case can the motion stay alive longer than two (2) working days [this excludes weekends and holidays].
7. Quorum – A quorum must be established by at least eight Board Members casting a vote.
8. Affirmative vote – Assuming a quorum is established, an affirmative vote by a majority of those voting is sufficient to pass the motion.
9. Amendments – Once the discussion period has passed and the formal motion has been made, the motion may not be amended.
10. Minutes – Will be prepared by the Deputy Executive Officer for each electronic vote and presented to the Board at the next actual Board meeting.

**BYLAWS  
OF  
CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS**

**ARTICLE IV**

**DIRECTORS**

4.1 Number.

4.1.1 The authorized number of Directors of the Corporation shall be nineteen (19), of which fifteen (15) sixteen (16) shall be voting members and elected from among the Commission Members as follows:

- (1) Four (4) Directors shall be city members or alternates of LAFCOs, of which and two (2) Directors shall be elected at each annual meeting;
- (2) Four (4) Directors shall be county members or alternates of LAFCOs, of which and two (2) Directors shall be elected at each annual meeting;
- (3) Four (4) Three (3) Directors shall be public members or alternates of LAFCOs, of which and two (2) Directors shall be elected at each annual meetings held in odd numbered years and one (1) Director shall be elected at annual meetings held in even numbered years;
- (4) Four (4) Directors shall be special district members or alternates of LAFCOs, of which and two (2) Directors shall be elected at each annual meeting;

4.1.2 Three (3) nonvoting Directors shall be appointed as follows:

- (1)(5) One Director, appointed by the voting members of the Board, shall be an Executive Officer or a person functioning as executive officer of a Member LAFCO;
- (2)(6) One Director, appointed by the voting members of the Board, shall be the Executive Director of the Corporation;  
and

~~(3)(7)~~ One Director, appointed by the voting members of the Board, shall be a legal counsel or deputy legal counsel of a Member LAFCO.

Collectively, the Directors shall be known as the Board of Directors (“Board”).

4.1.3 The State shall be divided into four (4) regions as follows for the purpose of electing Board Members: Northern, Central, Coastal and Southern. The counties in each of the four (4) regions shall be determined by the Board of Directors.

Each region shall elect four (4) Directors comprised of one city member, one county member, one public member and one special district member.

#### 4.2 Nomination; Election; and Term.

4.2.1 Prior to the annual meeting, the Board shall appoint a recruitment committee consisting of one member from each Region ~~Commissioner representing cities, one Commissioner representing counties, one Commissioner representing the general public, and one Commissioner representing special districts~~, in accordance with election procedures adopted by the Board. The committee shall solicit submit nominations and conduct regional elections for ~~all~~ positions on the Board, the terms of which will expire with the annual that meeting. ~~Nominations may also be made from the floor at the annual meeting. The Board shall make such rules as are necessary to carry out the provisions of this section.~~

4.2.2 In the event that: (a) less than fifty (50) percent of the regions' Member LAFCOs vote, or (b) no nominations are received for an open director position in the region, then the open director position becomes at-large for one term and shall be elected at the annual meeting.

4.2.3 Nominations shall be made from the floor at the annual meeting for any at-large position described in Section 4.2.2. The nominations shall be from the same category as the open director position.

4.2.4 2 Only Commissioners of Member LAFCOs in good standing and whose membership dues and assessments are fully paid may be nominated to be a Director by the method of nomination authorized by the Board or by any other method authorized by law.

4.2.5 3 Directors shall be elected at a regular or special meeting or by written ballot as authorized by Section 3.8 of these Bylaws. Directors shall be eligible for reelection without limitation on the number of terms they may serve, unless elected to an at-large position that is not within their region.

4.2.6 4 Directors are elected for a term of two (2) years.

4.2.7 ~~5~~ A vacancy occurring in the office of Director may be filled by the Board for the balance of the unexpired term and until a successor has been elected and qualified by the Board in accordance with Board-adopted election procedures.

4.2.8 ~~6~~ Each elected Director shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified.

4.2.9 \_\_\_\_\_ The Board shall make such rules as are necessary to carry out the provisions of Section 4.2.



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*These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.*

## **Mission Statement**

The California Association of Local Agency Formation Commissions (CALAFCO) provides statewide coordination of LAFCo activities, serves as a resource to the Legislature and other bodies, shares information among LAFCOs and other governmental agencies, and provides a forum for technical advice to LAFCOs.

## SECTION 1

### **Definition of Organizational Structure and Primary Responsibilities and Evaluation Criteria for CALAFCO Executive Director and Staff Officers**

#### **1.1 Governance**

CALAFCO is governed by a 156 voting member Board elected by regions as described in the Association's Bylaws. The Bylaws establish four (4) regions for the purpose of electing Board Members.

The counties in each of the four regions shall consist of the following:

#### **Northern Region**

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Nevada  
Plumas  
Shasta  
Sierra  
Siskiyou  
Sutter  
Tehama  
Trinity  
Yolo  
Yuba

#### **Southern Region**

Orange  
Los Angeles  
Imperial  
Riverside  
San Bernardino  
San Diego

#### **Coastal Region**

Alameda  
Contra Costa  
Marin  
Monterey  
Napa  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz  
Solano  
Sonoma  
Ventura

#### **Central Region**

Alpine  
Amador  
Calaveras  
El Dorado  
Fresno  
Inyo  
Kern  
Kings  
Madera  
Mariposa  
Merced  
Mono  
Placer  
Sacramento  
San Joaquin  
Stanislaus  
Tulare  
Tuolumne

Regional membership may be changed by amending these Policies & Procedures by the Board of Directors.

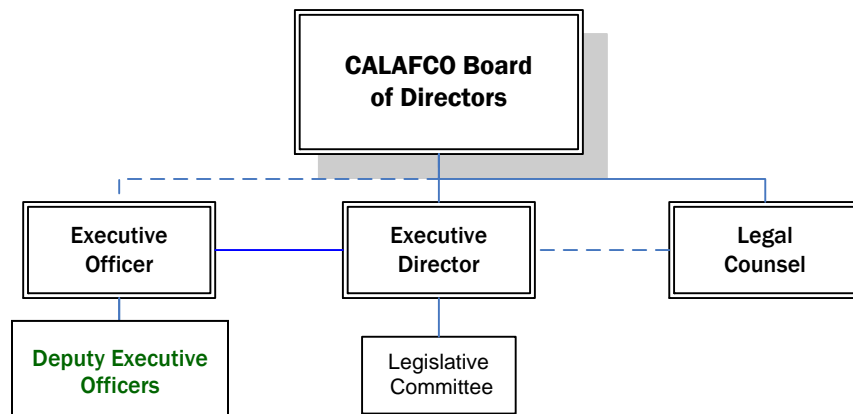
**1.2 Appointment of Officials**

The Association will be staffed by a combination of contract staff and volunteer staff officers from member agencies. The Executive Director will serve as the administrative director and manager of the Association. The Executive Officer and Deputy Executive Officers will serve as fiscal agent for the Association and manage various services and programs of the Association under the direction of the Board and the Executive Director. Legal Counsel will provide legal advice to the Board and, as needed, the Executive Director and volunteer staff officers in the operations of the Association, interpretation of LAFCo law, and in support of member LAFCo Council.

The Board of Directors shall appoint the Executive Director. The Board shall also appoint the Legal Counsel and Executive Officer upon recommendation of the Executive Director. The Executive Officer shall appoint the Deputy Executive Officers in consultation with the Executive Director. In as much as possible, the Executive Officer and Deputy Executive Officers shall include one member from each region.

**1.3 Assignment of Responsibilities**

The Board of Directors (Board) determines that the California Association of Local Agency Formation Commission’s (CALAFCO) stated purposes will best be achieved by assigning duties to the Executive Director, Executive Officer, ~~two~~ up to three Deputy Executive Officers, Legal Counsel, and Legislative Committee Chair. The administrative structure of the Association shall be as follows:



**1.4 Executive Director Responsibilities**

The Executive Director shall be responsible for managing the Association’s day-to-day activities, which includes managing and overseeing the following duties:

1. Manage and maintain the office, a dedicated telephone and voice mail system; manage or maintain all of CALAFCO’s correspondence and files; coordinate all corporate and association administrative business (e.g., elections, bylaws, policies and procedures, and corporate filings, etc.).

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.

## SECTION 5

### Board of Directors Operations

#### 5.1 Bylaws

Meetings of the Board of Directors are governed by Article IV of the Association Bylaws with the additional clarifications contained in these policies.

Election of officers will occur at the next board meeting following the annual meeting and will include the seating of the president (chair) and vice president (vice chair) and new board members.

#### 5.2 Meeting Agenda and Materials

The executive director is responsible for the distribution of the Board meeting agenda and available agenda item materials in advance of the meeting. The agenda and available board letters and support materials shall be mailed to Board members and posted on the CALAFCO website at least one week prior to the meeting.

#### 5.3 Meeting Participation

Meetings of the Board of Directors are open to all member LAFCo staff and commissioners, and associate members.

The Chair will designate appropriate times during the discussion for members to provide input on issues before the Board. Seating at the Board table is limited to the Board members and CALAFCO staff.

#### 5.4 Electronic Voting

The Board of Directors established an e-vote policy to accommodate decisions on urgent or critical issues that the Board must address, and that cannot be delayed until the next regularly scheduled Board meeting.

1. Making a Motion – Any Board Member may request the chair or vice-chair to make a motion by corresponding electronically with all other Board Members. The substantive motion would also include a motion to call a “Special E-Meeting” of the Board. Should the chair or vice chair deny the motion, the Board Member may appeal to the CALAFCO Officers within 24 hours to reconsider the denial. The Officers may then decide to proceed with the vote or deny the request. This denial is final.
2. Calling the Meeting – The Chair, in consultation with the Vice Chair and the Executive Director will determine if the request meets the standard of urgent or critical. If it is determined to meet the criteria, the Chair will call the meeting to order and direct the Executive Director to begin the process.
3. Initiation and Opportunity for Discussion – The Executive Director will e-mail the proposed motion to all Members. This will initiate a two (2) working day (excluding weekends and holidays) discussion period. Members may discuss the motion through “reply-all” e-mail at any time during this discussion period. No individual conversations (electronically or otherwise are permitted on the motion).
4. Formal Motion – Following the discussion period, the Member who made the initial motion may change or modify it as they see fit. The Executive Director will resubmit the motion for a second and vote of the Board.

5. Seconding the Motion – A positive vote from any other Member is considered a second to the motion.
6. Voting Period – Members vote by using the “reply-all” button so that every Board Member sees all votes. The voting process must be completed within two (2) working days, although a shorter time frame could be requested in the body of the motion. In no case can the motion stay alive longer than two (2) working days [this excludes weekends and holidays].
7. Quorum – A quorum must be established by at least eight Board Members casting a vote.
8. Affirmative vote – Assuming a quorum is established, an affirmative vote by a majority of those voting is sufficient to pass the motion.
9. Amendments – Once the discussion period has passed and the formal motion has been made, the motion may not be amended.
10. Minutes – Will be prepared by the Deputy Executive Officer for each electronic vote and presented to the Board at the next actual Board meeting.

## 5.5 Board Nomination and Election Procedures

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 RECRUITMENT COMMITTEE (~~identified as “Recruitment Committee in the By-Laws”~~):
  - a. At its first meeting Following the Annual Membership Meeting the Board ~~no later than four months prior to the Annual Conference~~ shall appoint a Nominations Recruitment Committee of four members of the Board. The Nominations Recruitment Committee shall consist of one ~~member from each region city member, one county member, one public member and one special district member~~ whose ~~term of office on the Board is~~ are not ending.
  - b. The Board shall appoint one of the members of the Nominations Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer ~~of the Nominations Committee Chairman’s LAFCo~~ shall appoint a LAFCo staff member to serve as staff for the Nominations Recruitment Committee in cooperation with the CALAFCO Executive Director.
  - c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
  - d. A Goals goal of the Committee is are to encourage and solicit candidates by region who represent member LAFCos across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.
2. ANNOUNCEMENT TO ALL MEMBER LAFCos:
  - a. No later than three months prior to prior to the Annual Membership Meeting Conference, the Nominations Recruitment Committee ~~Chairman~~ shall send an announcement to each LAFCo for distribution to each commissioner member and alternate. The announcement shall include the following:

- i. A statement clearly indicating which offices are subject to the election.
  - ii. A regional map including LAFCos listed by region.
  - iii. The dates by which all nominations must be received **by the Nominations 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.”
  - iv. The names of the **Nominations Recruitment** Committee members with the Committee Chairman’s LAFCo address and phone number, **and the names and contact information for each of the regional representatives.**
  - v. The address to send the nominations forms.
  - vi. A form for ~~each LAFCo~~ a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the **Nominations Recruitment** Committee Chairman shall send an announcement to the **Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website** ~~newsletter editor for publication.~~ The announcement shall include the following:
- i. A statement clearly indicating which offices are subject to the election.
  - ii. The specific date by which all nominations must be received by the **Nominations Recruitment** Committee. ~~The deadline shall be no later than 30 days prior to the opening of the Annual Conference.~~ Nominations received after the closing dates shall be returned to the proposing LAFCo marked “Received too late for **Nominations Recruitment** Committee action.”
  - iii. The names of the **Nominations Recruitment** Committee members with the Committee Chairman’s LAFCo address and phone number, **and the names and contact information for each of the regional representatives.**
  - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- 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.~~

Key Timeframes for Nominations Process	
Days*	
90	Nomination announcement
30	Nomination deadline
14	Committee report released
*Days prior to annual membership meeting	

- d. A copy of these procedures shall be posted on the web site.
3. THE NOMINATIONS RECRUITMENT COMMITTEE:
- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Nominations Recruitment Committee Chair shall distribute to the members of the Nominations Committee the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
  - b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
  - c. Make available sufficient copies of the Nominations Committee Report for each Conference participant Voting Member by the beginning of the Annual Conference Business Session.
  - d. Make available, along with the Nominations Committee Report, blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
  - e. Advise the Annual Conference Planning Committee to provide “CANDIDATE” ribbons to all candidates attending the Annual Conference.
  - f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
  - g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
  - h. Following the regional elections, in the event that there are open seats insufficient nominations for any all offices subject to the election, the Nominations Recruitment Committee Chairman shall call a meeting of the Nominations Committee (which may be held by phone) to: notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.
    - i. ~~Determine the number and category of nominations needed to fill all offices;~~
    - ii. ~~Divide responsibilities among its members to seek candidates to fill those vacancies, giving consideration to, geographical diversity as well as category diversity between urban, suburban and rural LAFCOs.~~
  - i. ~~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.~~
  - j. ~~At the conclusion of its meeting, the Recruitment Committee shall prepare a report to the membership, which includes:~~

*These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.*



- ~~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.~~
  - ~~k. 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 REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP BUSINESS MEETING:
- a. The Nominations Recruitment Committee Chairman, ~~or~~ another member of the Nominations Recruitment Committee or the Chair's designee (hereafter called the Presiding Officer) shall:
    - i. Review the election procedure with the membership.
    - ii. Present Nominations the Recruitment Committee Report (previously distributed).
    - iii. Call for ~~additional~~ nominations from the floor by category for those seats subject to this election:
      - 1. For city member.
      - 2. For county member.
      - 3. For public member.
      - 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. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
  - e. ~~When nominations in all categories have been closed,~~ The Presiding Officer shall then 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 categories where there are more candidates than vacancies each contested category, the Presiding Officer shall:
      - 1. Poll the LAFCos in good standing by written ballot.

*These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.*

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. For categories where there are more candidates than vacancies in all contested elections, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. 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.
- f. Examples of process for determining who is elected:

<i>Number of Vacancies</i>	<i>Candidate</i>	<i>Votes</i>	<i>Result</i>
	A	18	Runoff Election

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.

One vacancy	B C D	18 14 10	between A & B.
Two vacancies	A B C D	18 15 15 9	A is elected. Runoff election between B & C.
Two vacancies	A B C D	18 18 10 10	A & B are both elected.
Two vacancies	A B C D	18 10 10 10	A is elected. Runoff election among B, C, and D for 2nd vacancy.
Two vacancies	A B C D	15 15 15 10	Runoff election among A, B, & C for two vacancies. D is dropped from consideration

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~~ within 15 days of the certification of the election.

7. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

*These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007<sup>1</sup>, 8 February 2008<sup>2</sup> and 13 February 2009<sup>3</sup>. They supersede all previous versions of the policies.*

# **TIME FRAMES**

## **Bylaw Change and Election of New Board of Directors**

### **CURRENT NOMINATIONS, ANNUAL MEETING AND DUES PROCESSES**

**Annual Meeting** – Election of Board by Regional Caucuses  
Thursday, 7 October 2010

**Nominations Committee Report**  
14 days before the opening of the conference  
Tuesday, 21 September 2010

**Nominations Deadline**  
30 days before the opening of the conference  
Friday, 3 September 2010 (actually Sunday 5 September of Labor Day weekend)

**Announcement of Annual Meeting**  
No less than 30 days before the conference and no more than 90 days)  
Friday, 3 September 2010

**Deadline for Members to Pay Their Dues**  
Wednesday, 1 September 2010

**Nominations Period Opens**  
90 days before the opening of the annual conference  
Friday, 9 July 2010

### **PROPOSED BYLAWS CHANGE MAIL BALLOT PROPOSAL**

**Conclusion of Mail Ballot Period**  
Friday, 9 July 2010

**Initiation of Mail Ballot Period**  
54-day consideration period. Appears to hit all member LAFCoS except those that are only scheduled to meet annually or as needed.  
Monday, 17 May 2010

**CALAFCO Board of Directors Meeting**  
Final approval of materials to be sent to members  
Friday, 14 May 2010

**CALAFCO Staff Workshop**  
Discussion with LAFCo staff  
Friday, 16 April 2010

**CALAFCO Board Approval of Recommended Bylaw and Policy Changes**  
Conclusion of electronic vote of the Board  
Friday, 5 February 2010

# FOUR REGIONS

