



AGENDA ITEM 9A

MEETING: September 18, 2019
TO: Humboldt LAFCo Commissioners
FROM: Colette Metz, Executive Officer
SUBJECT: **CALAFCO Annual Conference Items**

The Commission will receive a report relating to 2019 CALAFCO Annual Conference to be held on October 30-November 1st at Hyatt Regency in Sacramento. Requested actions include appointment of voting delegates and board nominations for District and County member seats.

California Association of Local Agency Formation Commission (CALAFCO) sponsors a three-day annual conference towards the end of the calendar year. The program is typically theme-based with sessions generally geared towards commissioners and executive staff. Typically, about 300 LAFCo commissioners and staff attend.

BACKGROUND

This year CALAFCO is hosting the Annual Conference scheduled for October 30-November 1st at Hyatt Regency in Sacramento. A conference announcement and preliminary program are included as Attachment A. Part of the Mobile Workshop Session is a tour of the West Sacramento Port and Farmers Rice Coop plant followed by a visit to the new Sacramento Fire Fighter's Museum with a special farm to fork lunch and several guest speakers.

Last year, one commissioner and one staff member attended the CALAFCO Annual Conference in Yosemite. This year, the Commission has budgeted \$2,500 for registration costs and \$3,500 for lodging and travel expenses, which could fund up to four commissioners/staff. Thus far, Commissioners Lake, Pitino, Avis, McPherson, and Bass have expressed interest in attending.

DISCUSSION

There are two separate actions tied to the upcoming CALAFCO Annual Conference. These actions are to (a) appoint voting delegates, and (b) consider making nominations for CALAFCO Board of Directors. An expanded discussion follows.

Appointment of Voting Delegates

Each LAFCo is responsible under CALAFCO bylaws for appointing a delegate and alternate delegate to participate in the board elections and Business Meeting held at the Annual Conference on October 31st. The board elections will be conducted by regions while the business meeting provides an opportunity for the entire membership to hear from CALAFCO regarding organization activities. Delegates may be commissioners or staff.

Board Nominations

The Humboldt Commission is assigned to CALAFCO's Northern Region with 18 other LAFCos. The nomination period is currently open for two seats in the Northern Region: one District member seat and one County member seat. Currently, Commissioner Lake serves as the Northern Region's District member, however, her current term ends this year (2019). Terms of office are two years and begin at the Annual Meeting held at the Annual Conference. The nomination period will close on Friday, September 20, 2019.

Nominations received by this deadline will be included in the Recruitment Committee's report and on the ballot. Ballots will be made available to Voting Delegates at the Annual Conference in Sacramento. The Commission-appointed voting delegate will serve as the Humboldt LAFCo vote for the CALAFCO Board elections. The elections will be conducted during the regional caucus meetings at the Annual Conference. A detailed summary of the nomination and election process is provided as Attachment B.

Current CALAFCO North Region Board Members:

BOARD MEMBER	LAFCO	CATEGORY	TERM
Blake Inscore	Del Norte	City	2020
Josh Susman (Chair)	Nevada	Public	2020
Bill Connelly	Butte	County	2019
Debra Lake	Humboldt	Special District	2019

RECOMMENDATION

Staff recommends that:

- a) Commissioners indicate/reaffirm their interest in attending the CALAFCO Conference in October and,
- b) Consider appointing a delegate and alternate delegate accordingly, and
- c) Consider nominating a Humboldt LAFCo Commissioner for the Northern Region District seat and the Northern Region County seat.

Attachments

Attachment A: CALAFCO Conference Announcement

Attachment B: CALAFCO Board Nominations



Announcing The 2019 CALAFCO Annual Conference

Agenda Item 9A
Attachment A














Hosted by CALAFCO

October 30 – November 1

Hyatt Regency, Sacramento



Value-Added and Diverse General & Breakout Session Topics

-  Stress-testing LAFcos and local agencies in changing times*
-  It takes a village: LAFco, County and State collaboration to solve a local problem* *This special session will be held in the State Capitol*
-  Water, water everywhere but not a drop to drink
-  Planning the legislative menu rather than being on the menu
-  What's your story? Crafting and communicating a compelling LAFco narrative
-  MSRs: You get out what you put in
-  Opportunities and challenges for LAFco in addressing the housing call
-  Solving difficult service issues with creative and innovative solutions
-  Leading your LAFco into the next decade with courage and independence*
-  Annual CALAFCO Legislative Update*
-  CALAFCO Annual Business Meeting (for all CALAFCO members)*

Note: The Program is subject to change.

**Indicates General Session*

**Mark your calendar and
plan to attend!**

**Registration is now open!
Visit www.calafco.org**

Special Highlights

Mobile Workshop

We are working on a tour of the **West Sacramento Port** and **Farmers Rice Coop** plant followed by a visit to the new **Sacramento Fire Fighter's Museum** with a special farm to fork lunch and several guest speakers.

Details will be announced shortly – but register now to secure your seat!

**Wednesday from
7:30 a.m. to 12:00 p.m.**
(times approx.)

LAFco 101

An introduction to LAFco and LAFco law for Commissioners, Staff, and anyone interested in learning more about LAFco

**Wednesday from
10:00 a.m. to Noon**

Special Thursday luncheon keynote

**Best-selling author &
award-winning journalist
Mark Arax**

Hear him talk about the history of agriculture in the state, the consequences of building in rural areas and the need for water to support the ever-growing state.

Invaluable Networking Opportunities

-  Regional Roundtable discussions on current regional LAFco issues
-  Extended roundtable discussion for LAFco legal counsel
-  Networking breakfasts and breaks
-  Pre-dinner Reception with Sponsors Wednesday
-  Awards Banquet Wednesday
-  Welcome Reception Thursday

Hyatt Regency downtown



Make your reservations now at the **Hyatt Regency** at the special CALAFCO rate of \$139 (excludes tax and fees). Special rates available 2 days pre and post-conference on availability, includes in-room wifi and parking.

Reservation cutoff date is 10/08/19.

TO MAKE HOTEL RESERVATIONS, PLEASE VISIT: HyattRegencyOnlineReservation or call **877-803-7534** and reference CALAFCO Conference.

Visit www.calafco.org for Conference details or call us at 916-442-6536.



Announcing The 2019 CALAFCO Annual Conference Preliminary Program

(Last updated September 9, 2019)

Breakout sessions are subject to time change on Thursday

Speakers are being finalized

Look for the final program soon

*Please note new start time of 1:00 on Wednesday and the
change of location for the last general session of the day*

Wednesday – October 30

7:30 a.m. – 12:30 p.m.

Mobile Workshop *info coming soon*

10:00 a.m. – 12:00 p.m.

Regency A-B-C

LAFCo 101 – Understanding and applying the basics

This informative and interactive session is intended to provide elected officials and staff members of LAFCo's, counties, cities, and special districts with a better working knowledge of LAFCo's history, processes, legal framework and procedures. Participants will also have the opportunity to work together in small groups to discuss and resolve some challenging LAFCo scenarios. Panelists and participants will discuss a number of topics including the authority and purpose of LAFCo; the LAFCo review process; the laws involved in LAFCo decisions; and updating Spheres of Influence and Municipal Service Reviews. You always learn something by attending a LAFCo 101 session. Participants will also get the chance to work through several LAFCo case studies to put that knowledge into practice.

Speakers confirmed: Paula de Sousa Mills (LAFCo legal counsel), David West (Imperial Commissioner), Carole Cooper (Sonoma Asst. EO). **Moderator:** David Church (SLO EO).

1:00 p.m. – 1:30 p.m.

Regency A-B-C

Conference Opening

Welcoming Remarks

Welcome to the 2019 CALAFCO Annual Conference in Sacramento! The Sacramento Area Firefighters Honor Guard and Pipes and Drum Corps will help us officially open the Conference, along with CALAFCO Board Chair Josh Susman, Conference Chair Anita Paque and Executive Director Pamela Miller.





1:30 p.m. – 2:45 p.m.

Regency A-B-C

General session: Stress-testing LAFCos and local agencies in changing times

The landscape of the state is changing – both literally and metaphorically. LAFCos have the responsibility of considering many of the causes for those changes when reviewing applications and conducting MSRs; and there is an opportunity for LAFCos to step into a larger role in facilitating responses to local catastrophes that are the result of radical changes caused by nature or humans. This session will explore LAFCos' role as facilitator, engager and participant in the planning, review and response in these instances.

Speakers confirmed: Kate Gordon, Director of OPR, Ellen Hanak (Center Director on Water Policy, Public Policy Institute of CA), Bill Connelly (Butte Commissioner) and Keene Simonds (San Diego EO).

2:45 p.m. – 3:00 p.m.

Refreshment Break

3:00 p.m. & 3:10 p.m.

Groups escorted to State Capitol for final general session of the day

3:30 p.m. – 5:00 p.m.

State Capitol, Room 4202

Join us for a one-time unique experience in the State Capitol for this session.

General session: It takes a village: LAFCo, County and State collaboration to solve a local problem

Sometimes solving local issues locally is tough and at times we all need a little help. What do you do with a service provider who just can't do the right thing? How do you know if and when you have exhausted all of the local options? What's the response when the situation reaches crisis levels? At what point does the LAFCo seek state assistance and intervention? This session explores these questions through a case study of the Santa Clara County Water Agency and the extraordinary collaborative effort it took to resolve the problem.

Speakers confirmed: Assemblymember Mike Gipson, Janice Hahn (LA County Supervisor), Jeff O'Keefe (SWRCB), Mark Pestrella (Director, LA County DPW) and Paul Novak (LA EO).

6:00 p.m. – 7:00 p.m.

Regency Foyer & Corridor

Pre-dinner Reception with Sponsors

7:00 p.m. – 9:00 p.m.

Regency D-E-F

Banquet and Awards

9:00 p.m. – 11:00 p.m.

Capitol Parkview Room

After dinner gathering





Thursday – October 31

7:00 a.m. – 9:00 a.m.

Continental Breakfast Buffet

8:00 a.m. – 8:45 a.m.

Regional Caucus meetings and Elections

9:00 a.m. – 10:15 a.m.

Regency A-B-C

CALAFCO Annual Business meeting

All members are invited to attend.

10:15 a.m. – 10:30 a.m.

Regency Corridor

Refreshment Break

10:30 a.m. – 11:45 a.m.

Regional Roundtables

12:00 p.m. – 1:30 p.m.

Regency D-E-F

Luncheon Keynote, Award-winning journalist and best-selling author Mark Arax

Mark will share his unique insights and perspectives on the history of agriculture in California, the growing need for the rare resource of water and the growing pressures of farming and housing on the land, particularly in rural areas.

1:45 p.m. – 3:00 p.m. - Breakout Sessions

Water, water everywhere but not a drop to drink

As we continue to grapple with ensuring all California's have access to adequate and safe drinking water, we see the SWRCB's authority expand, the Legislature create more local mandates and more unsustainable systems created. What are the unintended consequences of these action which are meant to be "fixes"? How does the impact of climate change on water affect local conditions and potential solutions? Join us for a multi-perspective conversation on this critical issue.

Speakers confirmed: Michelle Frederick (SWRCB), Sara Lytle-Pinhey (Stanislaus EO) and Dan Feron (Santa Margarita Water District). Moderator: David Church (SLO EO).





Planning the legislative menu rather than being on the menu

Learn how your active participation in the legislative process and awareness of how you can make a difference in impacting legislation that affects LAFcos. We will also discuss which conditions create the perfect storm for legislation to address a specific local issue (whether that be LAFco-generated or otherwise).

Speakers confirmed: *Curt Pringle, former Speaker of Assembly, Mayor of Anaheim, Chairman of High Speed Rail*

Solving difficult service issues with creative and innovative solutions

Over time the issues LAFco deals with have become more complex. This means that more creative and innovative solutions are required to solve these difficult governance and service issues. Join the conversation about those complex issues and some unique and creative solutions for your LAFco to consider.

Speakers confirmed: *Laura Taylor, Cordova Park and Rec District, Mai Ann Healy and John Garn, BioFiltro and Almis Urdrys, City of San Diego Mayor's Office*

3:00 p.m. – 3:45 p.m.

Regency Corridor

Refreshment Break with Sponsors

3:45 p.m. – 5:00 p.m. - Breakout Sessions

MSRs: You get out what you put in

This session focuses on MSRs from a commissioner perspective – mustering up the political will to prioritize the resources to conduct MSRs; to address deficiencies identified by implementing recommendations; how to effectively assert LAFco influence for full agency involvement in the MSR process; and what to do with them once they are done so they create maximum value for your local governance.

Speakers confirmed: *Susan Wilson (Santa Clara Commissioner), Shiva Frentzen (El Dorado Commissioner), Debbie Kurita (Orange Asst. EO), Holly Whatley (LAFco legal counsel) and Steve Lucas (Butte EO)*

Opportunities and Challenges for LAFco in addressing the housing call

In the face of the state's housing crisis, local and state agencies are feverishly working to understand the issues and take action to address the lack of housing. LAFco involvement in this conversation has long been debated, and with recent trends at the state and local level, it is becoming evident we should wake up to the call for action related to housing. Join us for a provocative discussion on how we do this and why we should care.

Speakers confirmed: *Lucy Dunn, Former Director of HCD, Carolyn Emery (Orange EO)*





What's your story? Crafting and communicating a compelling LAFCo narrative

So the majority of the population has no idea what a LAFCo is or what a LAFCo does, and we struggle with communicating and connecting with those that don't. This session will explore one LAFCo's experience in creating an outreach and engagement plan and the tangible results that have come from this outreach. Learn how to create your own LAFCo's story.

Speakers being confirmed.

5:30 p.m. – 7:00 p.m.

CALAFCO Reception

Capitol Parkview Room

Dinner on your own

Friday – November 1

7:30 a.m. – 9:00 a.m.

Regency D-E-F

Breakfast Buffet

7:30 a.m. – 8:45 a.m.

CALAFCO Board of Directors meeting

9:00 a.m. – 10:15 a.m.

Regency A-B-C

General session: Leading your LAFCo into the next decade with courage and independence

Join us as we explore the delicate high-wire balancing act of independent LAFCo thinking and decision-making as well as what it looks like to lead your LAFCo into the next decade.

Speaker invited: Karen Pinkos, ICMA President and City Manager, El Cerrito

10:15 a.m. – 10:30 a.m.

Regency Corridor

Refreshment Break

10:30 a.m. – 12:00 p.m.

Regency A-B-C

General session: CALAFCO legislative update

Speakers confirmed: Jimmy MacDonald (ALGC), Pamela Miller (CALAFCO ED), Lou Ann Texiera (Contra Costa EO) and Sam Martinez (San Bernardino EO). Speaker invited: Senator Mike McGuire.



Agenda Item 9A

Attachment B



June 25, 2019

To: Local Agency Formation Commission
Members and Alternate Members

From: Shiva Frentzen, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors

CALAFCO



RE: Nominations for 2019/2020 CALAFCO Board of Directors

Nominations are now open for the fall elections of the 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 to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Election Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

County Member
District Member

Central Region

City Member
Public Member

Coastal Region

City Member
Public Member

Southern Region

County Member
District Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 31, 2019 at the Hyatt Regency in Sacramento, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until *Monday, September 30, 2019*.

Incumbents are eligible to run for another term. Nominations received by September 30 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than October 16, 2019 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. **The ballot request must be made no later than Monday, September 30, 2019. Completed absentee ballots must be returned by 8:00 a.m., Monday, October 28, 2019.**

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than *Monday, September 30, 2019 at 5:00 p.m.* Here is a summary of the deadlines for this year's nomination process:

- **June 26** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 30** – Completed Nomination packet due
- **September 30** – Request for an absentee/electronic ballot due
- **September 30** – Voting delegate name due to CALAFCO
- **October 16** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 16** – Distribution of requested absentee/electronic ballots.
- **October 28** – Absentee ballots due to CALAFCO
- **October 31** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received should there be multiple candidates. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1020 12th Street, Suite 222
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Shiva Frentzen, at sfrentzen@calafco.org or by calling her at 530-621-5390. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2019/2020 CALAFCO Election Committee are:

Shiva Frentzen, Chair sfrentzen@calafco.org	El Dorado LAFCo (Central Region) 530-621-5390
Josh Susman jsusman@calafco.org	Nevada LAFCo (Northern Region) 530-265-7180
Cheryl Brothers cbrothers@calafco.org	Orange LAFCo (Southern Region) 714-640-5100
Jane Parker jparker@calafco.org	Monterey LAFCo (Coastal Region) 831-883-7570

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures as well as the current listing of Board Members and corresponding terms of office.

Please consider joining us!

Enclosures

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 AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.⁸
- b. The Board shall appoint one of the members of the Election Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Election Committee in cooperation with the CALAFCO Executive Director.⁸
- c. Each region shall designate a regional representative to serve as staff liaison to the Election Committee.⁸
- d. Goals of the Committee are to provide oversight of the elections process and to encourage and solicit candidates by region who represent member LAFCOs across the spectrum of geography, size, and urban suburban and rural population if there is an open seat for which no nominations papers have been received close to the deadline.⁸

2. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than three months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:⁸
 - 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 Election 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 Elections Committee action."⁸
 - iv. The names of the Election Committee members with the Committee Chairman's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - v. The address to send the nominations forms.
 - vi. A form for 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 Election 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 web site. The announcement shall include the following:⁸

Key Timeframes for Nominations Process

Days*

90	Nomination announcement
30	Nomination deadline
14	Committee report released

*Days prior to annual membership meeting

- 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 Election Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."⁸
 - iii. The names of the Election Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election 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 Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.⁸
- b. At the close of the nominations the Election 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 Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.⁸
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference.
- d. Make available 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 Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.⁸
- 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 Election Committee shall serve as the Presiding Officer for the purpose of the caucus election.⁸
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall 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.⁸

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING⁶

Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCOs requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCOs voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCOs voting under this provision may only vote for the candidates nominated by the Election Committee and may not vote in any run-off elections.⁸

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Election Committee Chairman, another member of the Election Committee or the Chair's designee (hereafter called the Presiding Officer) shall:⁸
 - i. Review the election procedure with the membership.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for 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. 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, the Presiding Officer shall:
 - 1. Poll the LAFCo 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. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.⁸
 - 4. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 - 1. The nominee receiving the majority⁶ of votes cast is elected.
 - 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).⁶
 - 3. In case of tie votes⁶:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 - 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.⁶
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Election Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.⁸
- 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.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. 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 2007¹, 8 February 2008², 13 February 2009³, 12 February 2010⁴, 18 February 2011⁵, 29 April 2011⁶, 11 July 2014⁷ and 27 October 2017⁸. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



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

Northern Region

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

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Keene Simonds
San Diego LAFCo
keene.simonds@sdcounty.ca.gov

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

CONTACT: Martha Poyatos
San Mateo LAFCo
mpoyatos@smcgov.org

Central Region

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

CONTACT: Christine Crawford, Yolo LAFCo
christine.crawford@yolocounty.org

Board of Directors 2019/2020 Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) ☐ City ☐ County ☐ Special District ☐ Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association.

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nominations must be received by **September 30, 2019** at 5:00 p.m. to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814

Board of Directors 2019/2020 Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): ☐ Northern ☐ Coastal ☐ Central ☐ Southern

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

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

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at 5:00 p.m. to be considered by the Election Committee.
Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1020 12th Street, Suite 222
Sacramento, CA 95814