STAFF REPORT

TO:        HONORABLE MAYOR AND CITY COUNCIL
FROM:      ROBERT PERRAULT, CITY MANAGER
SUBJECT:   SELECTION OF VOTING DELEGATE AND ALTERNATE(S) FOR THE 2014 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

BACKGROUND

In order to conduct the annual business meeting held in conjunction with the League of California Cities Annual Conference, every represented city must have its City Council designate a voting representative who will be registered at the conference and present at the annual business meeting (the General Assembly). Each member city may also appoint up to two alternates, one of whom may vote in the event the designated voting delegate is unable to serve in that capacity. A voting card will be issued to the designated city official at the conference.

DISCUSSION

The Annual Conference will be held September 3-5, 2014 at the Los Angeles Convention Center. Policy committee meetings are scheduled to be held at 9 a.m. and 10:30 a.m. on Wednesday, September 3rd. The first education session is scheduled to begin at 10:30 a.m. on that same date, and the Opening General Session will begin at 3 p.m. The Channel Counties Division meeting, of which the City of Grover Beach is a member, will be held at 12 Noon on Thursday, September 4th. The League’s annual business meeting will be held at 12 Noon on Friday, September 5, 2014. As of the writing of this staff report, the elected officials scheduled to attend this year’s Annual Conference are Mayor Debbie Peterson, Mayor Pro Tem Jeff Lee, and Council Members Karen Bright and Bill Nicolls.

Once the League has determined the Resolutions to be considered by the General Assembly (anticipated in early August), staff will schedule the matter for Council consideration and input for the City’s designated voting delegate and alternate(s).

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Select one delegate and alternate(s); or
2. Do not select any delegates; however, the City would not have voting rights at the annual business meeting.

APPROVED FOR FORWARDING

[Signature]
ROBERT PERRAULT
CITY MANAGER

Meeting Date: __July 7, 2014__

Please Review for the Possibility of a Potential Conflict of Interest:
☐ None Identified by Staff
☐ Bright
☐ Peterson
☐ Marshall
☐ Lee
☐ Nicolls

Agenda Item No. ___
RECOMMENDED ACTION

It is recommended that by motion the Council select one delegate and up to two alternates for the upcoming annual business meeting to be held at the League of California Cities Annual Conference.

FISCAL IMPACT

This action would not result in fiscal impacts.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachment

1. Informational materials from the League of California Cities regarding designation of voting delegate and alternate(s).
May 1, 2014

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 3 - 5, Los Angeles

The League’s 2014 Annual Conference is scheduled for September 3 - 5 in Los Angeles. An important part of the Annual Conference is the Annual Business Meeting (at the General Assembly), scheduled for noon on Friday, September 5, at the Los Angeles Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League’s office no later than Friday, August 15, 2014. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city’s voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the
Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may not transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Los Angeles Convention Center, will be open at the following times: Wednesday, September 3, 9:00 a.m. – 5:30 p.m.; Thursday, September 4, 7:00 a.m. – 4:00 p.m.; and Friday, September 5, 7:30 – 10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city’s voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, August 15. If you have questions, please call Karen Durham at (916) 658-8262.

Attachments:
- 2014 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form
Annual Conference Voting Procedures
2014 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.

2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.

4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city’s voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.

6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.

7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.
2014 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 15, 2014. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: ____________________________

Title: ____________________________

2. VOTING DELEGATE - ALTERNATE

Name: ____________________________

Title: ____________________________

3. VOTING DELEGATE - ALTERNATE

Name: ____________________________

Title: ____________________________

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: ____________________________ E-mail ____________________________

Mayor or City Clerk ____________________________ Phone: ____________________________

(circle one) (signature)

Date: ____________________________

Please complete and return by Friday, August 15, 2014

League of California Cities

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