

March 1, 2011

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## INTERESTED IN SERVING ON THE LEAGUE BOARD OF DIRECTORS?

The League of California Cities welcomes nominations from elected officials interested in serving in **six** at-large positions (the at-large positions have two-year terms), or Second Vice President (one-year term). All nominees for Second Vice President must have previously served on the Board of Directors.

The League Board of Directors consists of the League officers (President, First Vice President, Second Vice President, and Immediate Past President), a representative from each of the League's sixteen divisions, a representative from each of the League's eleven functional departments, the mayors or designees of the mayors of the 10 largest cities by population (listed as Large City appointments), and 12 At-Large positions, at least one of which shall be a small city representative (under 10,000 population). City officials serving on the National League of Cities Board of Directors also serve on the League of California Cities Board of Directors for the duration of their term on the National League board (two-year term). Travel expenses to attend League board meetings are reimbursed by the League.

The League Board of Directors typically meets on a quarterly basis at locations throughout the state. Nominees are expected to make a commitment to attend all meetings. League officers also serve automatically as members of the board of directors of the City/County/School (CCS) Partnership, which meets a minimum of four times a year. Travel expenses to attend CCS Partnership board meeting are reimbursed by the League.

After the deadline for applications has passed, the Nominating Committee<sup>1</sup> will review all applications and informational materials and decide on twelve finalists for the six open at-large positions. ***The 12 finalists (if there are 12 or more applicants) for at-large positions, as well as all candidates for 2nd Vice President will be asked to interview with the nominating committee in person, the morning of Thursday, July 21, 2011, this year at the Renaissance Hotel in Long Beach.*** The 12 at-large finalists and 2nd Vice President applicants will be contacted by email and regular mail with their interview time and interview location. Those at-large candidates who fail to become a finalist, will be contacted with our regrets by both email and regular mail.

At the board meeting directly following the Nominating Committee meeting, the board will vote to accept the recommendations of the Nominating Committee in full or part, or reject the recommendations. If the recommendations are accepted, the board shall consider final action (approval) on the recommended candidates at the Annual Conference (September 21-23, 2011 in San Francisco). If the recommendations are accepted in part or rejected, the Nominating Committee shall make additional recommendations which the board shall consider either at the same meeting or in a subsequent special meeting called by the President, no less than 30 days before Annual Conference. The final recommendations of the Nominating Committee will be announced at the opening general session of the Annual Conference (September 21, 2011).

If you are interested in submitting your name for nomination to the League Board of Directors, please provide the information requested on the enclosed Nomination Form, and attach a bio and letters of endorsement to the League's Sacramento headquarters on or before end of business on **Friday, May 13, 2011**. Please review the position descriptions for "Director Job Description" and "Responsibilities of 2<sup>nd</sup> Vice President" attached to the nomination forms for At-Large and 2<sup>nd</sup> Vice President. Questions may be referred to League staff Mimi Sharpe at (916) 658-8232 or [sharpem@cacities.org](mailto:sharpem@cacities.org).

<sup>1</sup> Tony Ferrara (Chair), Mayor, Arroyo Grande; Janice Parvin, Mayor, Moorpark; Pete Aguilar, Mayor, Redlands; Chip Holloway; Mike Doyle, Council Member, Danville; Owen Newcomer, Council Member, Whittier; Joe Pirzynski, Mayor, Los Gatos; Mary Craton, Council Member, Canyon Lake; Harry Armstrong, Mayor, Clovis; Bob Combs, Planning Commissioner, Newport Beach; and Gregory Pettis, Council Member, Cathedral City.



League of California Cities 2011-2012 Board of Directors
AT-LARGE DIRECTOR – 6 Open Positions Each Year
NOMINATION FORM

This form must be submitted by the Nominee. Attach additional pages as needed. Letters of endorsement may be sent as well but they must be sent along with all supporting materials by the deadline date!

Required Information About the Nominee: (please make sure to provide an email address!)
Name Title Years in office
City Hall Address
Cell phone no. Email Address
Date Current Term Expires Does City Impose Term Limits? Yes No
If eligible, Nominee's next election date
Nominee's Former Elected or Appointed Positions:

YOUR PREVIOUS STATE LEAGUE/NLC INVOLVEMENT/PARTICIPATION
(Please list current/previous positions and dates of service)

Blank lines for listing previous state league/NLC involvement and participation.

WILL YOU COMMIT THE NECESSARY TIME AND ENERGY TO THE POSITION?
(Includes 5 board meetings -- four two-day mtgs and a meeting at Annual Conference, in addition to possible board conference calls AND a willingness to serve on the board nominating and other committees)

Yes, without qualification Unsure No

Comments:

See next page



## **League of California Cities DIRECTOR JOB DESCRIPTION**

This is a responsible position involving serving on the board of directors of the non-profit League of California Cities. In accordance with the bylaws of the League and the policies of the board, directors have the following collective and individual responsibilities:

### **General Governance Responsibilities:**

- Determine and support the organization's vision, mission and core beliefs
- Select the chief executive. Support the executive and review his or her performance
- Ensure adequate revenues and approve a budget for effective management of the revenues
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the annual financial statements and the budget
- Participate in grassroots activities in support of the League's strategic priorities
- Support League ballot measure fundraising activities for CITIPAC and individual campaigns and contribute personally and through invitations to others.
- Determine, monitor, and strengthen the organization's programs and services
- Review agenda and supporting materials prior to board meetings
- Attend all board and general membership meetings, including periodic meetings by conference call, and notify the Executive Director of any planned or emergency absence and the reason for it. (Board members are only allowed three consecutive absences).
- Serve on the nominating or other committees and offer to take on special assignments

### **Ethical Responsibilities**

- Ensure legal and ethical integrity and maintain accountability
- Use your League position responsibly, *e.g.* do not imply League support of private or city positions or seek favors by virtue of your role as a board member.
- Perform Board duties in good faith and with such care as necessary to promote the best interests of the League
- Become familiar with and follow conflict of interest legal requirements and policies to promote confidence in the League's decision-making
- Disclose potential conflicts of interest prior to voting on any matter before the Board

### **Communication Responsibilities**

- Facilitate two-way communication between the League and city officials within your sphere of influence (your own city, neighboring cities, division, department, caucus, policy committee, etc.).
- Assume responsibility for interpreting board policy to the membership. Ensure the League speaks with "one voice" once the board has made a decision. Division and department representatives should report back directly on a regular basis.
- Ensure that board members are aware of the views of city officials throughout the state
- Attend all appropriate division, department, or general membership meetings
- Seek out city officials who have the potential to strengthen the League and encourage their participation in their division, on the League board, etc.

### **Expense Reimbursement**

Board members receive no compensation, however, normal travel expenses (e.g., room, travel and meals), except for the Annual Conference, are either paid by the League or reimbursed. Any payments or reimbursements must be reported as required by the FPPC. The League will supply the information necessary to do so.



League of California Cities 2011-2012 Board of Directors  
NOMINATION FORM

**OFFICE OF SECOND VICE PRESIDENT**

*This form must be submitted by the Nominee. Attach additional sheets as needed. Letters of endorsement may be sent as well but they should be sent along with all supporting materials by the deadline date!*

**Required Information About the Nominee: (Please provide an Email address!)**

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in office \_\_\_\_\_

City Hall Address \_\_\_\_\_

Cell phone no. \_\_\_\_\_ Email Address \_\_\_\_\_

Date Current Term Expires \_\_\_\_\_ Does City Impose Term Limits?  Yes  No

If eligible, Nominee's next election date \_\_\_\_\_

Nominee's Former Elected or Appointed Positions: \_\_\_\_\_

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**YOUR PREVIOUS STATE LEAGUE/NLC INVOLVEMENT/PARTICIPATION**

*(Please list current/previous positions and dates of service)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WILL YOU COMMIT THE NECESSARY TIME AND ENERGY TO THE POSITION?**

*(Includes 5 board meetings, weekly Exec. Comm. conference calls, 4 CCS Partnership board meetings and other meetings consistent with their office—up to 10 additional out-of-town meetings each year)*

Yes, without qualification

Unsure

No

Comments: \_\_\_\_\_

**See next page**



**RESPONSIBILITIES OF 2ND VICE PRESIDENT  
BOARD OF DIRECTORS  
LEAGUE OF CALIFORNIA CITIES**

**1) Attendance at all five board meetings per year.**

*The dates (months) are approximate, as schedule may change—*

- a) November/December – in conjunction with League Leaders*
- b) January/February—date of mtg and location at discretion of President*
- c) May (in conjunction with Legislative Action Days)*
- d) July*
- e) September—held during Annual Conference-- 90 minute meeting*

**2) CCS Partnership Meetings (Cities, Counties, Schools partnership);  
Executive Director of CCS will send meeting notices to all officers)**

*Meetings are held approximately—January; June; and October  
All officers of the following organizations are expected to attend:  
League of California Cities  
California Association of Counties  
California School Boards Association*

**3) Legislative Action Days**

*A one or two day legislative conference which includes a general session(s) and  
information on lobbying your legislators in pursuit of city goals or issues.  
All board members are encouraged to attend.*

**4) National League of Cities Conferences (NLC)**

*Congress of Cities Conference – held in November or December of each year  
at a different state and city. This is NLC's annual conference.  
Congressional Cities Conference – held in March of each year; location is  
always Washington D.C. The National League's legislative conference.  
Officers are expected to attend LCC meetings with legislators or roundtable  
meetings, as well as the LCC reception event.*

**5) Annual Conference – Resolutions Committee and General Assembly**

*The 2nd Vice President has two meetings at which he/she will preside during  
Annual Conference:*

- a) General Resolutions Committee*
- b) General Assembly—where the resolutions passed forward by  
the General Resolutions Committee will be voted upon (last day of Annual  
Conference)*

*At both the General Resolutions Meeting and the General Assembly,  
a parliamentarian is present to help with rules of order. The 2nd VP will  
receive scripts for both meetings.*

*continued →*

- 6) **Board Finance Committee – budget period extends from July to November.**  
**Chairmanship does not change to new 2<sup>nd</sup> Vice President until after last board meeting of year at which budget is approved.**  
*From Board Manual, page 51: "The board finance committee works with staff on Preparation of the League budget and assists with other financial matters, such as reviewing the mid-year financial report and other internal financial issues as they arise. Committee membership traditionally includes a League vice-president as chair, the president and other vice president, directors from the City Managers and Fiscal Officers Departments, and a few additional directors who desire to serve." See Dan Harrison of League staff for specific responsibilities: [dharrison@cacities.org](mailto:dharrison@cacities.org)*