



Council Meeting: August 31, 2010

SUBJECT: League of Cities Peninsula Division Election of Officers

BACKGROUND

Each year the League of California Cities' Peninsula Division (Division) holds an election of Division officers at the League of California Cities' annual conference. Any incorporated city in the counties of San Francisco, San Mateo, and Santa Clara is eligible for membership in the Division. A Division member city is represented by its municipal officers. Each member city is entitled to one vote for each position.

EXISTING POLICY

General Plan Goal 7.3.C: Participate in intergovernmental activities, including national, state, and regional groups, as a means to represent the City's interests, influence policy and legislation, and enhance awareness.

DISCUSSION

The Division has several functions, including:

- To conduct periodic meetings of city officials to discuss municipal problems, opportunities and legislative / governmental issues;
- To share knowledge relating to municipal government by all appropriate means and to increase interest and involvement among city officials;
- To assist the officials of the League of California Cities in formulating policies and rendering service by expressing to said League by duly adopted resolutions the recommendations of this Division; and
- To assist the representatives of the League of California Cities in formulating policies with respect to legislative matters, promoting sound legislation and opposing measures not viewed to be in the best interests of the cities.

To assist Council in casting its vote, staff is presenting this report with the proposed slate of candidates for Division officer positions for Council consideration and action. For reference, Council may review the *Peninsula Division 2010-2011 Officers Ballot* (Attachment A).

The City may vote for ONE candidate in each officer position as stated in the *Bylaws of the Peninsula Division, League of California Cities* (Attachment B).

The proposed candidates are as follows:

President

Barbara Pierce, Councilmember, Redwood City

Vice President

Steve Tate, Mayor, Morgan Hill

Secretary Treasurer

Rich Garbarino, Councilmember So. S.F.

At-large (Santa Clara County)

Jason Baker, Vice Mayor, Campbell
Chris Moylan, Vice Mayor, Sunnyvale
Chuck Page, Councilmember, Saratoga
Megan Saterlee, Councilmember, Los Altos

At-large (San Mateo County)

Omar Ahmad, Vice Mayor, San Carlos
Art Kiesel, Councilmember, Foster City

FISCAL IMPACT

There is no fiscal impact related to this report.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Council takes action to vote for one candidate in each officer position.
2. Other action as recommended by Council.

RECOMMENDATION

Staff recommends Alternative 1:

1. Council takes action to vote for one candidate in each officer position.

The Division role in assisting the League of California Cities' officials in formulating policies is important. It is also a key method towards ensuring that the City's position on legislative matters is communicated. Active City

representation on this body should be a priority in the City's Intergovernmental and advocacy efforts.

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Yvette Blackford, Intergovernmental Relations Officer

Approved by:

Gary M. Luebbers
City Manager

Attachments

- A. Peninsula Division 2010-2011 Officers Ballot
- B. Bylaws of the Peninsula Division, League of California Cities



Peninsula Division

2010-2011 OFFICERS BALLOT

PENINSULA DIVISION MEMBER CITIES

ATHERTON
 BELMONT
 BRISBANE
 BURLINGAME
 CAMPBELL
 COLMA
 CUPERTINO
 DALY CITY
 EAST PALO ALTO
 FOSTER CITY
 GILROY
 HALF MOON BAY
 HILLSBOROUGH
 LOS ALTOS
 LOS ALTOS HILLS
 LOS GATOS
 MENLO PARK
 MILLBRAE
 MILPITAS
 MONTE SERENO
 MORGAN HILL
 MOUNTAIN VIEW
 PACIFICA
 PALO ALTO
 PORTOLA VALLEY
 REDWOOD CITY
 SAN BRUNO
 SAN CARLOS
 SAN FRANCISCO
 SAN JOSE
 SAN MATEO
 SANTA CLARA
 SARATOGA
 SOUTH SAN FRANCISCO
 SUNNYVALE
 WOODSIDE

DIVISION OFFICERS

PRESIDENT
 RON SWEGLES
 COUNCILMEMBER
 CITY OF SUNNYVALE

VICE PRESIDENT
 BARBARA PIERCE
 COUNCILMEMBER
 CITY OF REDWOOD CITY

SECRETARY/TREASURER
 STEVE TATE
 MAYOR
 MORGAN HILL

DIRECTOR
 JOE PIRZYNSKI
 VICE MAYOR
 TOWN OF LOS GATOS

PAST PRESIDENT
 LINDA KOELLING
 VICE MAYOR
 CITY OF FOSTER CITY

AT LARGE
 CHUCK PAGE, COUNCILMEMBER
 SARATOGA

ALICIA AGUIRRE, VICE MAYOR,
 REDWOOD CITY

STAFF LIAISON
 REBECCA ELLIOT
 REGIONAL REPRESENTATIVE
 EMAIL: RELLIOT@CACITIES.ORG

CITY: SUNNYVALE

Please return to Rebecca Elliot, P.O. Box 28087, San Jose 95159 by September 13th or deliver at the breakfast on September 17th.

President:

Barbara Pierce, Councilmember, Redwood City Yes ___

Vice President:

Steve Tate, Mayor, Morgan Hill Yes ___

Secretary-Treasurer:

Rich Garbarino, Councilmember So. S.F. Yes ___

At-Large – VOTE FOR ONE CANDIDATE IN EACH COUNTY

Santa Clara County

Jason Baker, Vice Mayor, Campbell Yes ___

Chris Moylan, Vice Mayor, Sunnyvale Yes ___

Chuck Page, Councilmember, Saratoga Yes ___

Megan Saterlee, Councilmember, Los Altos Yes ___

San Mateo County

Omar Ahmad, Vice Mayor, San Carlos Yes ___

Art Kiesel, Councilmember, Foster City Yes ___

Name (please print)

Title

Signature

**BY-LAWS
OF THE
PENINSULA DIVISION,
LEAGUE OF CALIFORNIA CITIES**

Article 1

Name and Location

Section 1. The name of this organization shall be "Peninsula Division, League of California Cities."

Article II

Nature and Purpose

Section 1. The Peninsula Division of the League of California Cities shall be composed of municipalities within the counties of San Francisco, San Mateo and Santa Clara. The purposes and functions of this division shall be:

- a) to conduct periodic meetings of city officials to discuss municipal problems, opportunities and legislative/governmental issues.
- b) to share knowledge relating to municipal government by all appropriate means and to increase interest and involvement among city officials.
- c) to assist the officials of the League of California Cities in formulating policies and rendering service by expressing to said League by duly adopted resolutions the recommendations of this Division.
- d) to assist the representatives of the League of California Cities in formulating policies with respect to legislative matters, promoting sound legislation and opposing measures not viewed to be in the best interests of the cities.

Article III

Membership and Government

Section 1. Any incorporated city in the counties of San Francisco, San Mateo and Santa Clara is eligible for membership in the Division, and by such membership is eligible to participate in all the benefits, discussions, voting and activities of the Division. There shall be vested in the Executive Committee the power to administer the business affairs of the Division, except as otherwise provided herein.

Section 2. Membership in this Division shall be contingent upon membership in the League of California Cities, but no city shall be barred from attendance at regular meetings of this Division, whether or not it is a member of the League of California Cities or this Division.

Section 3. The membership of the Division shall be represented therein by the municipal officers of member cities. Active participation in the deliberations of the Division and voting on any question shall be confined to member municipalities. The representatives of each member city shall collectively cast one vote. Votes cast on questions affecting municipal policy reflect the opinion of the Division, and do not commit individual to the decision.

Section 4. Any municipality which is in arrears in payment of membership dues (see Article IX) as may be agreed upon by the Division for a period of sixty (60) days shall again be notified by the Secretary/Treasurer of said dues obligation. If payment is not received sixty-days (60) from such notification, said city will automatically be suspended from membership.

Article IV

Officers – Terms

Section 1.

A. The elective officers of the Division shall be: President, Vice President, Secretary/Treasurer, State League Director and one at-large representative from Santa Clara County and one at-large representative from San Mateo County. The Immediate Past President shall also be an officer. Officers, with the exception of the State League Director, shall serve not more than two (2) consecutive one (1) year terms, and shall remain in the office until successors have been elected.

Section 2. The State League Director will serve for one two-year term. The position of Director will rotate between San Mateo and Santa Clara Counties.

Section 3. Election of Division officers shall be held annually at the Division's general membership meeting at the annual conference of the League of California Cities.

Section 4. Term of office for all officers commences at the close of the League's Annual Conference. In the event of a vacancy, the office shall be filled in the same manner as the predecessor was chosen at the next regular meeting of the Division and shall serve out the remainder of the term. Notice of the vacancy and manner of election shall be included in the notice of such meeting.

Section 5. The President shall appoint a nominating committee no later than the Executive Committee meeting preceding the meeting at which officers will be elected. The nominating committee's responsibility is to solicit names (nominees), assure their eligibility, and submit names to the general membership. The nominating committee shall submit its report in writing to the member cities at least fourteen (14) days before the election of officers. Additional nominations may be made from the floor, providing the written consent of the nominee has been secured. No vote shall be taken until all members present wishing to make nominations have been heard. All nominees will be given the opportunity to make a brief presentation to the membership prior to voting.

Section 6. Officers of the Division shall rotate between Santa Clara County and San Mateo County with the exception of the Division Director.

Article V

Executive Committee

Section 1. The Executive Committee of this Division shall be composed of the officers of the Division – the President, Vice President, Secretary/Treasurer, Past President and Board Director.

- A. Non-voting members of the Executive Committee will include:
The Chairs of the City Manager Groups for San Mateo and Santa Clara Counties
Policy Committee representatives

Section 2. The Executive Committee shall conduct the business of the Division and submit to any general meeting of the membership for approval or rejection any proposition it may desire.

Section 3. In the event that any member of the Executive Committee does not attend three (3) consecutive Division executive committee or general membership meetings or, in the case of the State League Director, two (2) consecutive State League Board of Directors meetings, such attendance and the continued service of the member shall be placed on the agenda of the next Executive Committee meeting.

Article VI

Duties

Officers are responsible for carrying out the duties of his/her office as defined below, either personally or by assignment to city staff, as appropriate.

Section 1. The President of the Division shall:

- a) Preside at the meetings of the Executive Committee and the Division.
- b) Appoint Division Representatives to League Policy Committees.
- c) Perform such other duties as appropriate to the President of similar organizations.

Section 2. The Vice President of the Division shall:

- a) Act in place and stead of the President during the President's absence or inability to act.
- b) Serve as Program Chairperson

- c) Be responsible for Division dinner meetings including speaker/program, mailing agenda/invitations, selecting menu.

Section 3. The Secretary/Treasurer of the Division shall:

- a) Keep an accurate email list of the Division membership and its Executive Committee, as well as the business transacted at all meetings of the Division, and its Executive Committee, and shall perform such other duties as may be assigned by the Executive Committee or President.
- b) Shall provide one (1) copy of agendas and minutes of Division meetings to the League's Regional Representative.
- c) Maintain all financial records, receive all funds, and dispense same in accordance with these by-laws.

Section 4. The Director of the Division shall:

- a) Represent the Division's interests at the League's Board of Directors meetings
- b) Be responsible for other duties as assigned by the League or Division's Executive Committee.
- c) Serve as the liaison to the Division's CITIPAC committee.

Section 5. Policy Committee Representatives responsibilities:

- a) Attend League of California Cities Policy Committee meetings.
- b) Report on Policy Committee meetings to the Executive Committee at regular Executive Committee meetings.
- c) Report to the membership, as needed.
- d) No Policy Committee member shall be reappointed if s/he has more than one (1) unexcused absence from the League's Policy Committee meetings.

Article VII

Meetings

Section 1. Division Meetings:

Regular meetings of the general membership of the Division will be held quarterly, on the last Thursday of the month to the extent possible. The location of such meetings is to be alternated between the north and south geographic areas of the

Peninsula.

Section 2. Executive Committee Meetings:

Regular meetings of the Executive Committee shall be held at such times and places as the President may direct, but not less often than once between regular meetings of the Division.

Section 3. Special meetings of the membership of the Division and of the Executive Committee may be held at any time upon the call of the President, or upon petition of twenty-five (25) percent of the membership in good standing. No such special meeting may be legally held, however, unless written notice thereof is given to the member cities and to the members of the Executive Committee at least twenty-four (24) hours in advance of such special meeting, which notice shall specify the time, place, and purpose of such special meeting, and no other business shall be transacted except that for which the meeting is called.

Article VIII

Finances

Section 1. The activities of the Division shall be financed by means of dues payable on a fiscal year basis by the member cities of the Division, in accordance with a dues schedule recommended by the Executive Committee and approved by the membership on or before January of each year.

Section 2. All funds received from the membership, or otherwise, shall be deposited in a bank or banks, determined by the Executive Committee. Authorization to pay a bill in excess of \$1,000 must be signed by two (2) officers of the Executive Committee.

Article IX

Rules of Order - Quorum

Section 1. Representatives from twenty-five (25) percent of the member cities shall constitute a quorum at any regular or special meeting of the Division.

Section 2. The conduct of the meetings shall be governed by the latest edition of Robert's Rules of Order.

Article X

Amendments

Section 1. Revisions or amendments to these by-laws may be made at any regular or special meeting of the Division. Such changes must first be submitted in writing to the Executive Committee for recommendation and thereafter must be submitted to the entire membership of the Division not later than fourteen (14) days prior to the regular meeting. To become effective and operative, such revisions or amendments must be approved by a vote

of two-thirds (2/3) of the member municipalities of the Division present and voting and the Secretary/Treasurer shall certify to the adoption thereof.

Section 2. Representatives from twenty-five (25) percent of the member cities shall have the right to demand a vote overruling action of the Executive Committee.

Section 3. Mail Balloting. In addition to voting at Division meetings, the Division may solicit member input by mail or email ballot.

Adopted: _____ July 20, 2006 _____
Date

Judy Kleinberg

Peninsula Division President

I certify that the above by-laws are the official by-laws of the League of California Cities Peninsula Division, as adopted on July 20, 2006.

Rebecca Elliot
Regional Area Manager
League of California Cities

Date