



**Council Meeting: September 13, 2011**

**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 2011-2012 Officers Ballot* (Attachment A).

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

The proposed candidates are as follows:

*President*

Steve Tate, Mayor, Morgan Hill

*Vice President*

Rich Garbarino, Vice Mayor, South San Francisco

*Secretary-Treasurer*

Steve Rice, Vice Mayor, Los Gatos

*Board Director*

Art Kiesel, Vice Mayor, Foster City

*At-large (Santa Clara County)*

Chuck Page, Vice Mayor, Saratoga

*At-large (San Mateo County)*

Kirsten Keith, Mayor Pro-Tem, Menlo Park

**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: Heidi Kirk, Executive Assistant to Mayor and Council

Approved by:

Gary M. Luebbers  
City Manager

**Attachments**

- A. Peninsula Division 2011-2012 Officers Ballot
- B. Bylaws of the Peninsula Division, League of California Cities



**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**  
BARBARA PIERCE  
COUNCILMEMBER  
CITY OF REDWOOD CITY
- VICE PRESIDENT**  
STEVE TATE  
MAYOR  
CITY OF MORGAN HILL
- SECRETARY/TREASURER**  
RICH GARBARINO  
VICE MAYOR  
CITY OF SOUTH SAN FRANCISCO
- DIRECTOR**  
JOE PIRZYNSKI  
MAYOR  
TOWN OF LOS GATOS
- PAST PRESIDENT**  
RON SWEGLES  
COUNCILMEMBER  
CITY OF SUNNYVALE
- AT LARGE**  
CHUCK PAGE, VICE MAYOR  
CITY OF SARATOGA
- ART KIESEL, VICE MAYOR  
CITY OF FOSTER CITY
- STAFF LIAISON**  
JESSICA STANFILL  
REGIONAL REPRESENTATIVE  
EMAIL: JSTANFILL@CACITIES.ORG

**Peninsula Division  
2011-2012 OFFICERS BALLOT**

**CITY: SUNNYVALE**

Please return to Jessica Stanfill, PO Box 5630, So San Francisco, CA 94080 by September 19<sup>th</sup> or deliver at the breakfast on September 23<sup>rd</sup>.

**President:**  
Steve Tate, Mayor, Morgan Hill Yes \_\_\_

**Vice President:**  
Rich Garbarino, Vice Mayor, So. S.F. Yes \_\_\_

**Secretary-Treasurer:**  
Steve Rice, Vice Mayor, Los Gatos Yes \_\_\_

**Board Director:**  
Art Kiesel, Vice Mayor, Foster City Yes \_\_\_

**At-Large – VOTE FOR ONE CANDIDATE IN EACH COUNTY**

**Santa Clara County**  
Chuck Page, Vice Mayor, Saratoga Yes \_\_\_

**San Mateo County**  
Kirsten Keith, Mayor Pro Tem, Menlo Park Yes \_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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

Article I

**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 cities 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. Division elections for Executive Committee positions will be conducted by mail ballot. 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 a one-year term in each position and shall remain in the office until successors have been elected.

Only one elected official from a city council can serve on the Executive Committee at the same time.

- B. Officers of the Division shall rotate between Santa Clara County and San Mateo County on a yearly basis, with the exception of the Division Director. This ensures the transfer of office from one county to the other on a yearly basis.

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 League of California Cities Annual Conference. Ballots will be counted at the Division's general membership meeting at the Annual Conference, and the newly elected Executive Committee will be introduced to the membership.

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 June 30<sup>th</sup>. The nominating committee will be comprised of the Division President and one member from each county who is not running for office.

The nominating committee's responsibility is to solicit names (nominees), assure their eligibility, obtain candidate biographies from new candidates and submit names and bios to the Regional Manager by email for distribution to the general membership.

The Regional Manager will announce the opening of nominations to the general membership by email. The Regional Manager will send a list of all candidates to the membership at least two weeks before the election.

Ballots will be mailed to each city's mayor at least fourteen days before the election. Each city is entitled to one vote for each position.

Each city may define its own election process, which may be as simple as the Mayor voting for the council (similar to a mayoral appointment).

## 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, Board Director and At-Large Representatives from each county.

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

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) Appoint the Nominating Committee (one representative from each county) and serve on that committee.
- d) 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, securing the site and 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 monthly bank statements and treasurer's reports to the League of California Cities Controller.
- 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 the highlights of Policy Committee at Division meetings.
- c) 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 fifty (50) 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 majority vote of those present at the Division meeting. 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: May 27, 2010

Date

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

*Rebecca Elliot*

May 30, 2010

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Rebecca Elliot  
Regional Area Manager  
League of California Cities

\_\_\_\_\_  
Date