

South Bay Cities Council of Governments

May 11, 2015

To: Steering Committee
From: Jacki Bacharach, SBCCOG Executive Director
Subject: Process for Nominating Committee Selections

Adherence to Strategic Plan:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

Background

The Nominating Committee is selected every year at the April Steering Committee by the Chair. The membership usually includes the Immediate Past Chair and two other members who are not interested in serving themselves. The Chair of the SBCCOG serves as the Chair of the Nominating Committee.

The Nominating Committee is vested with the duty of developing a slate of officers for the coming year (July 1 to June 30) which include:

- Chairman
- 1st Vice Chair
- 2nd Vice Chair
- 4 at large members to serve on the Steering Committee

Process

In April, after the Nominating Committee has been selected, a notice is sent to all delegates and alternates of the member cities. Those interested can nominate themselves or have someone nominate them.

The notice will:

- Identify the positions that are being filled
- Request that anyone interested contact the Chair of the Nominating Committee

The Nominating Committee can meet in person, by phone or through e-mails as often as required. The Committee should first discuss whether they want to nominate the people that are in the 1st Vice Chair and 2nd Vice Chair to move up the Chairs. If so, they should start by asking them to confirm that they are interested in doing so. The remaining positions to be filled should be done in order. Specifically,

- Chair, if the 1st Vice Chair doesn't want to take the position
- 1st Vice Chair, if the 2nd Vice Chair doesn't want to take the position
- 2nd Vice Chair – must be filled only by a delegate to the Board, not by an alternate. (If the person that the Nominating Committee nominates is an alternate at the time of their

nomination, they must be a delegate by July 1 to serve in the position or some other delegate would need to be selected.)

- 4 At Large Steering Committee members – must be filled by either a delegate or an alternate to the SBCCOG

Once someone has agreed to be nominated, the Chair notifies the Executive Director to send the nominee the Commitment to Serve memo for their review.

The Nominating Committee's slate for the coming year should be completed no later than the Wednesday before the May Board meeting so that it can be included in the agenda distribution in advance of the meeting.

At the May Board meeting, the Nominating Committee report is presented. Nominations are opened and taken from the floor. They remain open at the June Board meeting where any additional nominations may be accepted. Then nominations are closed and the vote is taken. All new officers and Steering Committee at large members shall submit their Commitment to Serve memos to the Executive Director no later than June 30.

New officers and Steering Committee at large members start their terms on July 1.

RECOMMENDATION

Recommend to the Board that the above process for the Nominating Committee be adopted.