



## Staff Report

**Date:** July 26, 2016

**To:** City Council

**From:** Laura M. Hoffmeister, Mayor

**Prepared by:** Joelle Fockler, MMC, City Clerk  
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**Subject:** **Considering designation of Voting Delegate and Alternate for the League of California Cities Annual Business Meeting scheduled for Friday, October 7, at noon, at the Long Beach Convention Center**

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### Recommended Action

Consider the appointment of Councilmember Edi Birsan as the City of Concord's voting delegate and Councilmember Tim Grayson as alternate to the League of California Cities Annual Business Meeting scheduled for Friday, October 7, at noon, during the League of California Cities Annual Conference to be held October 5 – 7 at the Long Beach Convention Center.

### Background

Consistent with the League of California Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor.

The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they can register for Friday only. 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 nor alternate.

City Council Agenda Report  
Considering Designation of Voting Delegate and Alternate for the League of California  
Cities Annual Business Meeting scheduled for Friday, October 7, at noon, at the Long  
Beach Convention Center  
July 26, 2016

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The City Clerk must return the Voting Delegate Form to the League office by Friday,  
September 23, 2016.

**Public Contact**

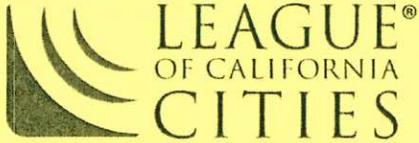
The City Council Agenda was posted.

**Attachments**

1. Annual Conference Voting Procedures
2. Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

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.



<b>CITY:</b> _____
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**2016 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 23, 2016. 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, September 23, 2016**

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