



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Geoff Dolan, City Manager

DATE: July 18, 2006

SUBJECT: Consideration of Voting Delegate and Alternate Delegate for the League of California Cities' Annual Conference

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction regarding designating a voting delegate and alternate delegate for the League of California Cities' Annual Conference.

FISCAL IMPLICATION:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

This year's League of California Cities' Annual Conference is scheduled for Wednesday, September 6 through Saturday, September 9, 2006 in San Diego. One important aspect of the conference is the annual business meeting when the membership considers and takes action on resolutions that establish League policy.

League bylaws state that "Each Member City may, with the approval of the city council, designate a city official as the city's designated voting delegate or alternate delegate. Designated voting delegates (or their alternates) constitute the League's General Assembly."

DISCUSSION:

The League of California Cities has requested that each City Council designate a voting representative and an alternate who will be registered at the conference and present at the Annual Business Meeting, 8:30 a.m. on Saturday, September 9th, at the San Diego Convention Center. League by-laws provide that each city is entitled to one vote in matters affecting municipal or League policy. A voting card will be given to the city official designated by the City Council.

- Attachments:
- A. League of California Cities – Designation of Voting Delegate for 2006 League Annual Conference
 - B. League of California Cities – Annual Conference Voting Procedure
 - C. League of California Cities – 2006 Annual Conference Voting Delegate Form

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June 7, 2006

TO: Mayors, City Managers and City Clerks

**RE: Designation of Voting Delegate and Alternate for 2006 League
Annual Conference – September 6-9, San Diego**

Please review this memo carefully, as new procedures have been adopted regarding designation of voting delegates and alternates and voting at the Annual Conference.

The League's 2006 Annual Conference is scheduled for September 6-9 in San Diego. An important part of the Annual Conference is the Annual Business Meeting, scheduled for Saturday morning, September 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting your city council must designate a voting delegate and may designate a voting delegate alternate.

Please complete the attached voting delegate form and return it to the League's office no later than August 15 so that voting delegate/alternate records may be established prior to the conference. At the conference, voting delegate forms may be returned to the Voting Delegate desk located in the conference registration area.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and alternate must be designated by the city council. When completing the attached voting delegate form, please attach either a copy of the council resolution that reflects the council action taken, or, have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternate **must** be done by city council action and cannot be accomplished by individual action of the mayor alone.
- **Conference Registration Required.** The voting delegate and alternate must be registered to attend the conference. At least one must be present at the Business Meeting and in possession of voting card in order to cast a vote.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting card may be transferred freely between the voting delegate and alternate, but only between the voting delegate and alternate. If the voting delegate and alternate find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

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- **Options.** In order to plan ahead for such situations, we suggest that when your council adopts the initial resolution designating the voting delegate and alternate that they also designate in *a separate action*, a second alternate, should one be needed. Verification of the appropriate city council action to designate the additional alternate should be used by the individual when requesting new alternate status at the voting desk. (Please note: A League bylaws change will be proposed at this year's conference to increase the number of alternates to two. However, if enacted, such a change will not go into effect until the 2007 conference.)
- **New Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special stamp on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternate wish to sit together, both should sign in at the Voting Delegate desk and obtain the special stamps on their badges.

The voting procedures that will be used at the conference are attached to this memo. Please share them with your council and especially with the individuals your council designates as your city's voting delegate and alternate.

The Voting Delegate desk in the registration area will be open September 6, 7 and 8 and prior to the Business Meeting on September 9. The Voting Delegate desk will also be open at the Business Meeting, but not during a roll call vote, should one be undertaken.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by August 15, 2006. If you have questions, please call Debbie Kinsey at (916) 658-8221.

Attachments:

- 2006 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form