City of Sonora
"Queen of the Southern Mines"
94 North Washington Street
Sonora, California 95370

City Hall
Administration 532-4541
Community Development . 532-3508
Finance 532-4541
Human Resources..... 588-8946
Opera Hall 532-7725
Special Programs 532-7725
Fire..... 532-7432
Police..... 532-8143
Public Works..... 532-2922
Cemetery..... 532-4492

Area Code 209
www.sonoraca.com

MEMORANDUM

DATE: August 20, 2018

TO: Honorable Mayor, City Council members

FROM: Timothy A. Miller, City Administrator

SUBJECT: League of California Cities Annual Conference

Attached is a communication from the League of California Cities regarding the designation of a voting delegate and alternates. Should Council member(s) be attending the conference and want to be able to vote at the annual business meeting those member(s) need to be designated by Council action, either by resolution or motion.

The City Council budget only contains $500 for travel and training. In the past, funds have not been budgeted for Council members to attend the League Conference. If Council member(s) want to attend the conference, and the Council wants to pay for their expenses, at least $1500 per member should be budgeted to cover registration, room, meals and travel. When Council members did attend in the past, they would attend the Conference in the alternate years when it was held in the northern part of the State. For Council members that otherwise want to become engaged with the League, there is a Division meeting to be held on August 30th at UC Merced.

LEAGUE OF CALIFORNIA CITIES

ENGIE

Keenan & Associates

Central Valley Division Quarterly Meeting

Hosted by UC Merced and The City of Merced

Thursday August 30th, 2018

University of California, Merced
5200 North Lake Rd.
Merced, CA 95343
5:30 p.m. No Host Social
6:30 p.m. Dinner
Thanks to Engie Services and Keenan and Associates,
the event will be free for City Employees

The Central Valley Division would like to thank Engie Services, Keenan and Associates and UC Merced for hosting this event

Kindly RSVP by August 23rd to: Stephen Qualls @ (209) 614-0118 or squalls@cacities.org

Those who RSVP and do not attend will be billed (cost TBD)

Please make checks payable to: League of California Cities Central Valley Division P.O. Box 785 Hughson, Ca.95326

120 YEARS 1898 – 2018 LEAGUE® OF CALIFORNIA CITIES

1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 12 - 14, Long Beach

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. 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. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures 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 up to two alternates 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 alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **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 sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 12, 8:00 a.m. – 6:00 p.m.; Thursday, September 13, 7:00 a.m. – 4:00 p.m.; and Friday, September 14, 7:30 a.m.– 11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

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

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, August 31. If you have questions, please call Kayla Curry at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form