



# Association of California Water Agencies

Since 1910

JUN 11 2015

## MEMORANDUM

**TO:** ACWA Public Agency Members  
General Managers and Board Presidents

**CC:** ACWA Board of Directors

**FROM:** ACWA Nominating Committee

**DATE:** June 3, 2015

**SUBJECT:** Call for Candidate Nominations for the 2016-2017 Term

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ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of president and vice president to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by **Tuesday, September 1, 2015**, to be considered by the committee.

The following criteria must be met for names to be considered:

- Only elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association shall be eligible for election to the officer positions.
- Nominations of qualified candidates are encouraged from all member agencies.
- All nominations for the positions of ACWA President and Vice President shall be accompanied by an official nominating resolution from the ACWA member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.
- A resume of the candidate, highlighting qualifications for the position, shall accompany each nomination.

Additional letters or resolutions of support from other agencies may be submitted but are not required.

ACWA's Bylaws and Board policies establish the criteria outlined above, which also govern nominations from the floor. Board policy requires that all nominations received for the positions of ACWA President and Vice President shall be accompanied by a nominating resolution from

the ACWA member agency on whose board the nominee serves, and signed by an authorized signatory of the Board of Directors. This policy applies to nominations received in the ACWA office prior to elections, as well as to all nominations received from the floor at general session during the floor nomination process.

We appreciate your interest and participation in this process to find the best qualified individuals to serve in representing the statewide membership of ACWA.

Nominating Committee members include:

- Judith Mirbegian, Region 1
- Eric Larrabee, Region 2
- Joe Parker, Region 3
- Shauna Lorance, Region 4
- Lesa McIntosh, Region 5
- Matthew Hurley, Region 6
- William Taube, Region 7
- Stephen Cole, Region 8
- Harvey Ryan, Region 9
- Linda Ackerman, Region 10
- Randy Record, At-large representative
- Paul Kelley, At-large representative

We ask that Nominating Committee members not be approached to solicit their support of any candidate.

#### IMPORTANT DATES

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- Tentative date for candidate interviews: **Wednesday, September 16, 2015**
- Election of ACWA's President and Vice President: **Wednesday, December 2, 2015**, at Fall Conference

Should you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or [donnap@acwa.com](mailto:donnap@acwa.com)

Enclosures:

1. Basic Information for ACWA Officer Nominees
2. Sample Resolution to Nominate Candidate for ACWA President or Vice President



### 1.1 Board Officers

The president and vice president of the Association shall be the elected officers of the Association.

#### 1.1.1 President

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##### 1.1.1.1 Purpose

The president is an elected officer of the Association and presides at all meetings of the Board of Directors, the Executive Committee, and the general membership and is responsible to the Board of Directors and the general membership for the duties established by ACWA's Bylaws.

##### 1.1.1.2 Duties and Authority

Within the limits of ACWA's Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the executive director, the president:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom shall be ratified by the Board of the Directors.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.

## BASIC INFORMATION FOR ACWA OFFICER NOMINEES

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- Represents and promotes ACWA's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the executive director.
- Performs other responsibilities assigned by the Board.

### *1.1.1.3 Qualification*

The president shall be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

### *1.1.1.4 Term of Office*

The president shall be elected by the members of the Association at its fall conference in each odd-numbered year and shall take office on January 1 of the calendar year following election. The president shall hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed. An elected president shall not be permitted to succeed himself/herself to that office.

### *1.1.1.5 Vacancy*

Should a vacancy occur in the president's office, the ACWA vice president shall assume the duties of that office and succeed the president for the unexpired term. Should the vice president not be able to assume this role, the Board of Directors shall appoint a person to fill the office for the unexpired term thereof.

### *1.1.1.6 Compensation*

ACWA's president shall serve without compensation. The president shall be allowed reasonable reimbursement of expenses incurred in the performance of his/her duties while on Association business. The president will be reimbursed for expenses incurred for attending conferences, meetings, seminars, workshops or other events, which are mutually beneficial to the officer and the Association and have been authorized by either the Board of Directors or the executive director.

## **1.1.2 Vice President**

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### *1.1.2.1 Purpose*

The vice president is an elected officer of the Association and is a voting member of the Board of Directors. The vice president is responsible to the Board of Directors and the general membership for the duties established by ACWA's Bylaws.

### *1.1.2.2 Duties and Authority*

Within the limits of ACWA's Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the executive director and president, the vice president:

- Serves as a voting member of the Board of Directors.
- Serves as a voting member of the Executive Committee.

## BASIC INFORMATION FOR ACWA OFFICER NOMINEES

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- Performs the duties of the president in the president's absence.
- Succeeds the president for an unexpired term if vacancy occurs.
- Serves on ACWA/JPIA's Executive Committee.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA Vice President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the executive director.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the president or Board of Directors.
- Performs other responsibilities assigned by the Board or president.

### *1.1.2.3 Qualification*

The vice president shall be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

### *1.1.2.4 Term of Office*

The vice president shall be elected by the members of the Association at its fall conference in each odd-numbered year and shall take office on January 1 of the calendar year following election. The vice president shall hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

### *1.1.2.5 Vacancy*

Should a vacancy occur in the vice president's office, the Board of Directors shall appoint a person to fill the office for the unexpired term thereof.

### *1.1.2.6 Compensation*

ACWA's vice president shall serve without compensation. The vice president shall be allowed reasonable reimbursement of expenses incurred in the performance of his/her duties while on Association business. The vice president will be reimbursed for expenses incurred for attending conferences, meetings, seminars, workshops or other events, which are mutually beneficial to the officer and the Association and have been authorized by either the Board of Directors or the executive director.