



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of July 11, 2017

**TO:** Members of the City Council

**SUBMITTED BY:** Lori Martin, Administrative Services Director/City Clerk

**SUBJECT:** Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference and Business Meeting

### **RECOMMENDED ACTION:**

Conduct discussion and designate voting delegate and alternates for the League of California Cities Annual Conference and Business Meeting to be held September 13 – 15 in Sacramento, CA.

### **COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:**

There was no commission or subcommittee review on this item.

### **FISCAL IMPACT OF RECOMMENDATION:**

The cost for one City delegate to attend the League Annual Conference is included in the proposed FY 2017/18 annual budget. The early bird registration cost is \$525. Registration cost after August 11<sup>th</sup> is \$575.

### **DISCUSSION:**

The League of California Cities bylaws outline the procedures regarding the designation of delegates and alternates by the City Council.

The League's 2017 Annual Conference is scheduled for September 13 – 15, 2017 in Sacramento, CA at the Sacramento Convention Center. An important part of the Annual Conference is the Annual Business meeting at which the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must formally designate a voting delegate and up to two alternates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

The voting delegate and alternates must be registered to attend the conference. In order to cast a vote, at least one must be present at the business meeting and in possession of a voting card. Voting delegates and alternates should pick up their conference badges before signing in and picking up the voting card at the voting delegates desk. This will enable the delegate and alternates to receive the special stamp on their badges that will admit them into the voting area during the business meeting.

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 the special stamp on their name badge identifying them as a voting delegate or alternate.

The voting card may be transferred between the voting delegate and alternates only. Transferring voting cards to non-designated individuals is not allowed. If the voting delegate and alternates are unable to attend the business meeting, they may **not** transfer the voting card to another city official.

#### **ATTACHMENTS:**

1. Voting Procedures/Delegate Form