

Notice of Nominations - 2018
City Clerks Association of California (CCAC)
League of California Cities - City Clerks Department

Notice is hereby given of the opening of nominations on April 18, 2018, for the following officers:

<u>Officers to be Nominated</u>	<u>Term</u>	<u>Division/Region</u>
◇ President	One-Year	Southern
◇ First Vice-President	One-Year	Northern
◇ Second Vice-President	One-Year	Southern
◇ Recording Secretary	One-Year	At-Large
◇ Legislative Director	Two-Year	At-Large
Communications Director	One-Year	At-Large
Professional Development Director	Two Year	At-Large
Region Director	Two Year	1, 3, 7, 8, 9, 11, 12, 13, 15, 16

◇ *These positions carry out additional duties as set forth in the City Clerks Department of the League of California Cities Bylaws.*

Eligibility Requirements

- Any Voting Member whose dues are paid in full for the current year may be nominated for, and elected to, any office; provided that, in order to be eligible to be nominated for President, the Voting Member shall have served at least one full year as a member of the Executive Board.
- Candidates for the offices of President, First Vice-President, Second Vice-President, Recording Secretary, and Legislative Director shall be from member cities of the League of California Cities.

Nomination Process

- Nominations must be filed with the Nominating Committee Chair no later than **June 13, 2018**, on an *Acceptance of Nomination and Candidate Statement* form that has been dated and bears the signature of the qualified nominee. Electronic signatures are accepted.
- All nominees must be paid voting members at the time the *Acceptance of Nomination and Candidate Statement* form is filed.
- No other method of nomination will be accepted.

Consent and Candidate Statement

- All qualified nominees must consent to nominations in writing on the *Acceptance of Nomination and Candidate Statement* form.
- Qualified nominees who want a Candidate Statement included with the electronic ballot (e-ballot) must complete the Candidate Statement Request portion of the *Acceptance of Nomination and Candidate Statement* form **OR** decline to provide a Candidate Statement by completing the Candidate Statement Waiver portion of the form; and file it no later than **June 13, 2018**.
- Candidate Statements submitted after the nomination acceptance deadline will not be included with the e-ballot.
- Candidate Statements shall not exceed 200 words.
- Candidate Statements will be typed with uniform type size and spacing. No special typesetting will be permitted, similar to California Elections Code §13307 guidelines.
- The *Official Word* will not print Candidate Statements.

Write-In Candidates

- Any Voting Member who does not file an *Acceptance of Nomination and Candidate Statement* form by June 13, 2018, and who wants to run for office, may be voted upon as a write-in candidate.
- Write-in candidates must declare their candidacy in writing to the Nominating Committee Chair by June 25, 2018.
- Candidate Statements for write-in candidates will not be distributed to the Voting Members; however, this does not prohibit any candidate from distributing a Candidate Statement at his/her expense.
- The *Official Word* will not print write-in Candidate Statements.

Limitation of Terms and Exception

- No Officer may be elected for two consecutive terms to the same office, except the Recording Secretary, Treasurer, Legislative Director, and Communications Director.

Election Schedule

- No later than **July 3, 2018**, an e-ballot notification will be emailed to each eligible Voting Member whose dues have been paid by January 1, 2018.
- The Nominating Committee Chair must receive all e-ballot submissions by **August 3, 2018**.

CCAC NOMINATIONS - 2018 CALENDAR

The League of California Cities Annual Conference will be held September 12, 2018 to September 14, 2018, in Long Beach. In accordance with CCAC Bylaws and Policies, the nominees elected shall be installed during the Conference at a time to be set by the Program Committee and shall assume the duties of their respective offices immediately. In the event the Conference is canceled and/or postponed, the nominees elected shall assume the duties of their respective offices upon notification by the Nominating Committee Chair and shall be installed when determined by the Executive Board.

Event	Deadline
Notice of Nominations (147 days prior)	April 18, 2018 (Wednesday)
Nomination Filing Deadline (91 days prior)	June 13, 2018 (Wednesday)
Nominations submitted to Executive Board (87 days prior)	June 18, 2018 (Monday)*
Write-In Candidate Declaration (81 days)	June 25, 2018 (Monday)*
Emailing of Ballots (71 days prior)	July 3, 2018 (Tuesday)
Last Day to of Vote Electronically (40 days prior)	August 3, 2018 (Friday)

* In accordance with CCAC Bylaws and Policies, deadlines associated with nominations or elections that fall on a weekend or holiday are extended to the next business day.

Leilani I. Brown, MMC
City Clerk, City of Newport Beach
Nominating Committee Chair
100 Civic Center Drive, Newport Beach, CA 92660
949-644-3005 | lbrown@newportbeachca.gov

City Clerks Association of California (CCAC)

Acceptance of Nomination and Candidate Statement

I, _____, a Voting Member of the City Clerks Association of California whose dues are paid in full for the current year and having been nominated for the office of _____, do hereby accept said nomination and declare that I will serve in the position if elected.

(Only sign in one of the applicable boxes below)

Candidate Statement Request

I hereby request that the following candidate statement be published:

(The candidate statement shall not exceed 200 words and shall be typewritten with uniform type size and spacing, similar to California Elections Code §13307 guidelines. An additional sheet may be attached if necessary.)

Signature _____ Date _____

Candidate Statement Waiver

I hereby decline the publishing of a candidate statement.

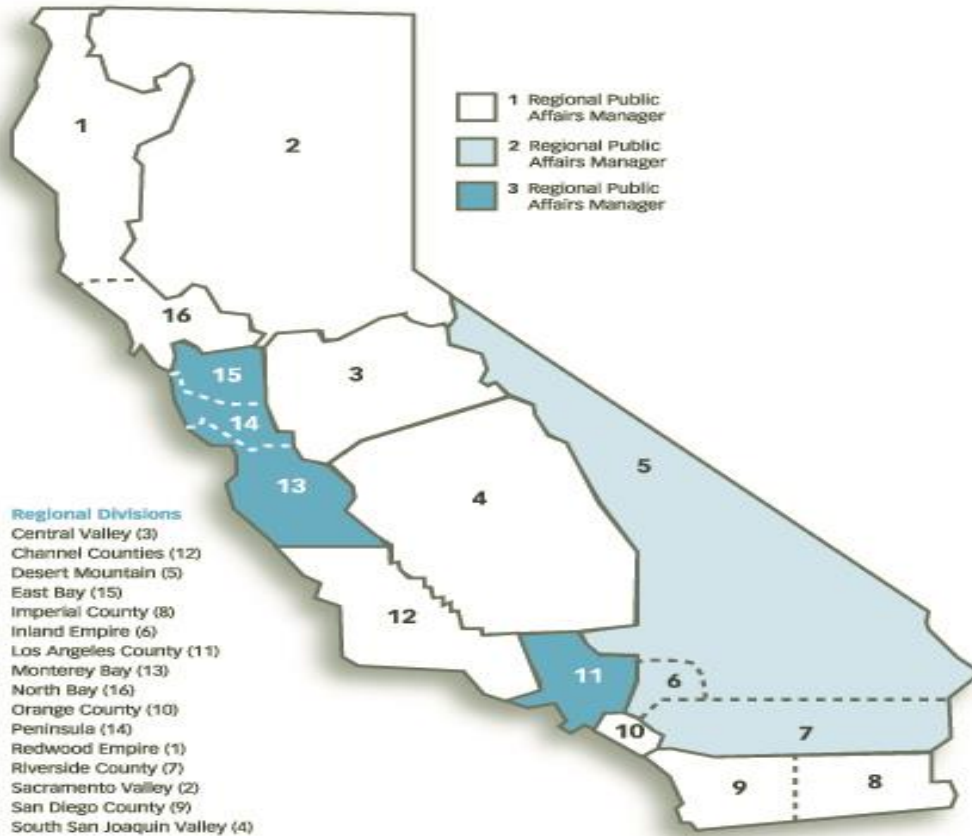
Signature _____ Date _____

Note: Candidates can submit their Acceptance of Nomination and Candidate Statement form electronically, by mail or in person. Electronic signatures are acceptable.

Leilani I. Brown, MMC
City Clerk, City of Newport Beach
Nominating Committee Chair
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CCAC REGION DIRECTORS

Region	Name	Term	City	Region Name
1	April Sousa	2016-2018	Blue Lake	1 – Redwood Empire
2	Donna Settles	2017-2019	Galt	2 – Sacramento Valley
3	Jennifer Ferraiolo	2016-2018	Lodi	3 – Central Valley
4	Yvonne Spence	2017-2019	Fresno	4 – South San Joaquin Valley
5	Melinda Sayre-Castro	2017-2019	Hesperia	5 – Desert Mountain
6	Vicki Kasad	2017-2019	Ontario	6 – Inland Empire
7	Jerryl Soriano	2016-2018	Desert Hot Springs	7 – Riverside County
8	Diane Caldwell	2016-2018	El Centro	8 – Imperial County
9	Kerry Bigelow	2016-2018	Chula Vista	9 – San Diego County
10	Kelly Lore	2017-2019	OC Sanitation District	10 – Orange County
11	Denise Anderson-Warren	2016-2018	Santa Monica	11 – Los Angeles County
12	Michelle Ascencion	2016-2018	Oxnard	12 – Channel County
13	Patricia Barajas	2016-2018	Salinas	13 – Monterey Bay
14	Jennifer Woodworth	2017-2019	Midpeninsula Regional Open Space District	14 - Peninsula
15	Margaret Wimberly	2016-2018	Brentwood	15 – East Bay
16	Kathy Flamson	2016-2018	Calistoga	16 – North Bay



Central Valley - #3		
Angels Camp Atwater Ceres Chowchilla Dos Palos Escalon Gustine Hughson Lathrop	Livingston Lodi Los Banos Manteca Merced Modesto Newman Oakdale	Patterson Ripon Riverbank Sonora Stockton Tracy Turlock Waterford
Channel Counties - #12		
Arroyo Grande Atascadero Buellton Camarillo Carpinteria Fillmore Goleta Grover Beach Guadalupe*	Lompoc Moorpark Morro Bay Ojai Oxnard Paso Robles Pismo Beach Port Hueneme	San Luis Obispo Santa Barbara Santa Maria Santa Paula Simi Valley Solvang Thousand Oaks Ventura
Desert Mountain - #5		
Adelanto Apple Valley Barstow Big Bear Lake Bishop	California City Hesperia Lancaster Mammoth Lakes Needles	Palmdale Ridgecrest Twentynine Palms Victorville Yucca Valley
East Bay - #15		
Alameda Albany Antioch Berkeley Brentwood Clayton Concord Danville Dublin El Cerrito Emeryville	Fremont Hayward Hercules Lafayette Livermore Martinez Moraga Newark Oakland Oakley Orinda	Piedmont Pinole Pittsburg Pleasant Hill Pleasanton Richmond San Leandro San Pablo San Ramon Union City Walnut Creek
Imperial County - #8		
Brawley Calxico Calipatria	El Centro Holtville	Imperial Westmorland
Inland Empire - #6		
Chino Chino Hills Colton Fontana Grand Terrace	Highland Loma Linda Montclair Ontario Rancho Cucamonga	Redlands Rialto San Bernardino Upland Yucaipa
Los Angeles County - #11		
Agoura Hills Alhambra Arcadia Artesia Avalon Azusa Baldwin Park Bell Bell Gardens Bellflower Beverly Hills Bradbury Burbank Calabasas Carson Cerritos Claremont	Glendora Hawaiian Gardens Hawthorne Hermosa Beach Hidden Hills Huntington Park Industry Inglewood Irwindale La Canada Flintridge La Habra Heights La Mirada La Puente La Verne Lakewood Lawndale Lomita	Pasadena Pico Rivera Pomona Rancho Palos Verdes Redondo Beach Rolling Hills Rolling Hills Estates Rosemead San Dimas San Fernando San Gabriel San Marino Santa Clarita Santa Fe Springs Santa Monica Sierra Madre Signal Hill

Commerce Compton Covina Cudahy Culver City Diamond Bar Downey Duarte El Monte El Segundo Gardena Glendale	Long Beach Los Angeles Lynwood Malibu Manhattan Beach Maywood Monrovia Montebello Monterey Park Norwalk Palos Verdes Estates Paramount	South El Monte South Gate South Pasadena Temple City Torrance Vernon Walnut West Covina West Hollywood Westlake Village Whittier
Monterey Bay - #13		
Capitola Carmel Del Rey Oaks Gonzales Greenfield Hollister	King City Marina Monterey Pacific Grove Salinas San Juan Bautista	Sand City Santa Cruz Scotts Valley Seaside Soledad Watsonville
North Bay - #16		
American Canyon Belvedere Benicia Calistoga Corte Madera Cotati Dixon Fairfax Fairfield Healdsburg Larkspur	Mill Valley Napa Novato Petaluma Rio Vista Rohnert Park Ross San Anselmo San Rafael Santa Rosa	Sausalito Sebastopol Sonoma St. Helena Suisun City Tiburon Vacaville Vallejo Windsor Yountville
Orange County - #10		
Aliso Viejo Anaheim* Brea Buena Park Costa Mesa Cypress Dana Point Fountain Valley Fullerton Garden Grove Huntington Beach Irvine	La Habra La Palma Laguna Beach Laguna Hills Laguna Niguel Laguna Woods Lake Forest Los Alamitos Mission Viejo Newport Beach Orange*	Placentia Rancho Santa Margarita San Clemente San Juan Capistrano Santa Ana Seal Beach Stanton Tustin* Villa Park Westminster Yorba Linda*
Peninsula - #14		
Atherton Belmont Brisbane Burlingame Campbell Colma Cupertino Daly City East Palo Alto Foster City Gilroy Half Moon Bay	Hillsborough Los Altos Los Altos Hills Los Gatos Menlo Park Millbrae Milpitas Monte Sereno Morgan Hill Mountain View Pacifica Palo Alto	Portola Valley Redwood City San Bruno San Carlos San Francisco San Jose San Mateo Santa Clara Saratoga South San Francisco Sunnyvale Woodside
Redwood Empire - #1		
Arcata Blue Lake Clearlake Cloverdale Crescent City	Eureka Ferndale Fort Bragg Fortuna Lakeport	Point Arena Rio Dell Trinidad Ukiah Willits

Riverside County - #7		
Banning Beaumont Blythe Calimesa Canyon Lake Cathedral City Coachella Corona Desert Hot Springs Eastvale	Hemet Indian Wells Indio Jurupa Valley La Quinta Lake Elsinore Menifee Moreno Valley Murrieta	Norco Palm Desert Palm Springs Perris Rancho Mirage Riverside San Jacinto Temecula Wildomar
Sacramento Valley - #2		
Alturas Amador Anderson Auburn Biggs Chico Citrus Heights Colfax Colusa Corning Davis Dorris Dunsmuir Elk Grove Etna Folsom Fort Jones Galt Grass Valley Gridley Ione	Isleton* Jackson Lincoln Live Oak Loomis Loyalton* Marysville Montague Mt. Shasta Nevada City Orland Oroville Paradise Placerville Plymouth Portola Rancho Cordova Red Bluff Redding	Rocklin Roseville Sacramento Shasta Lake South Lake Tahoe Susanville Sutter Creek Tehama Truckee Tulelake Weed West Sacramento Wheatland Williams Willows Winters Woodland Yreka Yuba City
San Diego County - #9		
Carlsbad Chula Vista Coronado Del Mar El Cajon Encinitas	Escondido Imperial Beach La Mesa Lemon Grove National City Oceanside	Poway San Diego San Marcos Santee Solana Beach Vista
South San Joaquin Valley - #4		
Arvin Avenal Bakersfield Clovis Coalinga Corcoran Delano Dinuba Exeter Farmersville Firebaugh Fowler Fresno	Hanford Huron Kerman Kingsburg Lemoore Lindsay Madera Maricopa McFarland Mendota Orange Cove Parlier	Porterville Reedley San Joaquin Sanger Selma Shafter Taft Tehachapi Tulare Visalia Wasco Woodlake



CITY CLERKS ASSOCIATION OF CALIFORNIA REGION DIRECTOR JOB DESCRIPTION AND DUTIES

AS REGION DIRECTOR YOU WILL:

- Attend all CCAC Board meetings as a voting member representing respective Region
- Develop and maintain a direct and regular communication with fellow Region Directors
- Keep all Regional Members advised of CCAC Goals and Board actions.
- Assist the Professional Development Director and PDD Committee in facilitating a minimum of two (2) region educational meetings/trainings each year (additional networking opportunities in your region are also encouraged)
- Solicit volunteers from your region to work with you as your “region committee” to facilitate educational meetings and trainings
- Absent anything time sensitive, submit articles or information for publication in the Official Word upon notification from the Communications Director (schedule with deadlines will be e-mailed)
- Actively encourage membership in CCAC and IIMC to new regional members
- Write letters of recommendation for members seeking CMC and MMC certification
- Disseminate information to region members from the Board as requested and directed
- Actively engage in and support the CCAC’s legislative agenda, which includes education and advocacy
- Develop, organize and staff regional fundraising activities and events; support CCAC fundraising efforts, activities and events
- Make contact with new CCAC Members within your Region upon notification from the 2nd Vice-President and/or Association Management Firm
- Make contact with new CMC and MMC members within the Region upon notification from President
- Develop and maintain an active region roster

Region Director
Job Description and Duties

- Strengthen and encourage positive programs which will result in a stronger professional image and knowledge of the office of Municipal Clerks
- Undertake special projects that may be requested by the CCAC President and/or Board
- Transfer current information and materials to successor Region Director upon transition
- Perform responsibilities consistent with all CCAC By-Laws and Policies & Procedures
- Other duties as assigned