



**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE TELECONFERENCE  
SPECIAL BOARD MEETING**

**Conference Call Number 916-658-8212**

**Agenda**

**Wednesday, June 6, 2018**

**9:30 a.m.**

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
  - a. Approval of Absences
- 3. MINUTES**
  - a. Approve 4-20-18 Board Meeting Minutes
- 4. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
  - a. CCAC Campaign Guideline Policy Discussion and Direction(Klock-Johnson)
- 5. ADJOURNMENT**



CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD MEETING

**MINUTES**  
**April 20, 2018**  
**12:15 p.m.**

**1. CALL TO ORDER**

President Klock-Johnson called the meeting to order at 12:16 p.m.

**2. ATTENDANCE/ABSENCES**

**ROLL CALL**

- Wendy Klock-Johnson, President
- Jose Jasso, Past-President
- Stephanie Smith, First Vice-President
- Patrice Olds, Second Vice-President
- Susan Domen, Treasurer
- Randi Johl, Legislative Director
- Mitzi Ortiz, Communications Director
- Dawn Abrahamson, Professional Development Director
- Britt Avrit, Recording Secretary
- April Sousa, Region 1 Director
- Donna Settles, Region 2 Director
- Jennifer Ferraiolo, Region 3 Director
- Yvonne Spence, Region 4 Director
- Melinda Sayre, Region 5 Director
- Jerryl Soriano, Region 7 Director
- L. Diane Caldwell, Region 8 Director
- Kerry Bigelow, Region 9 Director
- Michelle Ascension, Region 12 Director
- Patricia Barajas, Region 13 Director
- Jennifer Woodworth, Region 14 Director
- Margaret Wimberly, Region 15 Director
- Kathy Flamson, Region 16 Director

**ABSENT**

- Vicki Kasad, Region 6 Director
- Kelly Lore, Region 10 Director
- Denise Anderson-Warren, Region 11 Director

**Smith moved and Flamson seconded to approve the absences;  
motion carried unanimously.**

### **3. INTRODUCTIONS/ANNOUNCEMENTS**

None.

### **4. INSTITUTE DIRECTOR UPDATES**

Institute Director Miller discussed upcoming academies; MMC academies are scheduled for August 22-24, 2018 in Pomona and February 6-8, 2019 in San Jose; Fall, 2019 dates will be announced soon.

Institute Director Kane discussed 2019 TTC dates and stated she is instituting a deadline for registration. Additionally she discussed the University of California, Riverside (UCR) Certificate Program and the associated upcoming deadlines for applying for the Certificate. Ms. Kane stated she consulted with UCR and unfortunately, those individuals who did not attend TTC are unable to apply for the Certificate. Ms. Kane further discussed her and Ms. Miller's relationships with the University; they are volunteers and are not paid by the University.

Ms. Miller thanked the Board for the opportunity to speak and offered to provide a presentation of the history of the institutes at a future Board Meeting.

Ms. Miller discussed the creation of a new program currently titled 'Developing Skills as Trainers' to provide the "next generation of trainers" for the Association. The dates for this program are scheduled for November 1-3, 2018 and November 29, 2018 – December 1, 2018 for a total of 22 instructional hours each session. This is a "joint venture" pilot program between the two Institutes. The program will be kept to 24 participants with the following criteria: 1) must have earned CMC or Certified Clerk of the Board and 2) must have attended CEPO, TTC, MMCA or "some other adult education training model program or have proven experience in training using adult education training models." Ms. Miller and Ms. Kane requested support from the Board for potential scholarships for this program and stated funds for the Institutes and this program will be separate.

Discussion among the Board, Ms. Kane and Ms. Miller included discussion of why Ms. Miller and Ms. Kane are targeting individuals who have obtained their CMC as opposed to those who have obtained their MMC; the intent is to not limit the pool of people; if there are more people than spots, they may start with MMC's first, then go to time on the job, training experience, etc. For the initial group, the target is those people who want to train as opposed to those who are obtaining points for MMC status.

## 5. MINUTES

- a. Approve December 15, 2017 CCAC Board Meeting Minutes  
**Olds moved and Barajas seconded to approve the Minutes as presented; motion carried unanimously.**
- b. Ratify January 9-11, 2018 E-vote Minutes (use of Survey Monkey and related expense) **Johl moved and Smith seconded to approve the Minutes as presented; motion carried unanimously.**
- c. Ratify February 23 – March 7, 2018 E-vote Minutes (S. Tilton Quill Award Nomination) **Abrahamson moved and Flamson seconded to approve the Minutes as presented; motion carried unanimously.**

## 6. TREASURER'S REPORT (Domen)

Domen stated the Treasurer's reports are part of the agenda packet and opened the floor for questions, there were none.  
**No action needed; receive and file.**

## 7. NEW BUSINESS/ACTION/DISCUSSION ITEMS

- a. Vendor, Consultant and Management Company Update  
Second Vice President Olds introduced Justin Lewis from Smith, Moore and Associates. This company handles the financial accounting, telephone answering service and manage membership for CCAC. Justin Lewis, a partner of Smith Moore & Associates (SMA), provided an overview of services that SMA provides, noted that communication could be improved and stated they would like to attend board meetings to understand more about the associations services. A discussion ensued on the Memberclicks database program. It was determined that a subcommittee comprised of the Treasurer, the Communications Chair and the 2nd Vice-President will meet with Smith Moore and discuss service issues and database direction
- b. Discussion regarding establishing guidelines for CCAC and IIMC campaigns (Klock-Johnson)  
President Klock-Johnson discussed IIMC's Campaigning guidelines and proposed taking those guidelines and amending them to fit CCAC; the IRS has regulations pertaining to non-profit associations.

President Klock-Johnson discussed the emotions surrounding the topic and stated she believes guidelines help the candidates and stated CCAC members choosing to attend training is different than choosing to attend a political campaign event. Instructors may have different opportunities as a candidate that other candidates do not have.

- b. Discussion regarding establishing guidelines for CCAC and IIMC campaigns (Klock-Johnson) **CONTINUED...**

Anthony Mejia read a prepared statement pertaining to this subject which provided history and his opinions related to this topic.

Discussion among the Board included how other states handle Board campaigns, the concerns using instructor platform to campaign and the use of the position of instructor when other candidates do not have that same opportunity. As Elections Officials in local elections, this would not be allowed; for instance current Council Members cannot campaign from the dais. The use of the listserve should be discussed as it relates to campaigns. Currently there are no restrictions in obtaining the membership list to campaign.

It was the consensus of the Board to hold a Special Board Meeting via conference call to allow the full Board to review the information provided at this meeting and to discuss drafting a policy further.

- c. Revisiting By-Law changes; Article III Membership (Olds)  
Second Vice President Olds discussed the history of this topic and discussed the timing related to this issue as By-Law changes have to go to the membership for a vote.

Discussion took place regarding membership charges for lifetime members and for retirees.

**Klock-Johnson moved and Ferraiolo seconded to proceed with a bylaw amendment to remove lifetime member and only have the retiree category without a fee; motion carried unanimously**

- d. Proposed Athenian Dialogue Policy amendment  
Athenian Dialogue Director Mejia discussed amending the Athenian Dialogue Policy to allow the host City to have one free attendee.

Discussion among the Board included discussion of the impact on the revenue received; no incentive needed as there are plenty of city's who are willing to host Athenian Dialogues; this is not done for Region Workshops nor was it done in the past for Division Meetings.

**Johl moved and Olds seconded having the Treasurer provide a financial impact of this proposal and the impact on scholarships as it relates to Athenian Dialogues; motion carried unanimously**

- e. Letter of Support for the City of Palm Springs' bid to host 2023 IIMC Annual Conference  
Professional Development Director Abrahamson stated she will be recusing herself from this vote as she is the incoming Director for the Region IX Conference Committee and will be considering this item at a future meeting and left the room at this time.

**Smith moved and Johl seconded to recommend the City of Palm Springs to host the 2023 IIMC Annual Conference; motion carried unanimously**

## **8. DIRECTORS' REPORTS**

- a. First Vice President (Smith)  
Smith stated she will be preparing a request for presenters and topics for next year's Annual Conference through listserve.
- b. Second Vice President (Olds)  
Olds reported on progress on the membership database clean-up and that follow-up on nonrenewals will be going out soon.
- c. Communications Director (Ortiz)  
No report
- d. Legislative Director (Johl)  
Johl stated the League is starting to put the education program together for the New Law and Election Seminar to be held in San Francisco on December 12-14, 2018.
- e. Professional Development Director (Abrahamson)  
Abrahamson discussed upcoming deadline for scholarships, Central Nuts & Bolts and Northern Nuts & Bolts.
- f. Region Directors
  - 1. Region 1 Report (Sousa)  
Sousa discussed Region 1's Region Workshop.
  - 2. Region 2 Report (Settles)  
Settles discussed upcoming Region Workshop on June 15, 2018 and Athenian Dialogue on June 16, 2018 in Beaumont.
  - 3. Region 3 Report (Ferraiolo)  
Ferraiolo discussed her event in March in Lodi.
  - 4. Region 4 Report (Spence)  
Spence stated a Region 4 Workshop will be held in August in Bakersfield and an Athenian Dialogue will be held in Fresno in September.
  - 5. Region 5 Report (Sayre)  
Flamson, on behalf of Sayre, stated Region 5 is working to plan planning a Region Workshop for October.

- 6. Region 6 Report (Kasad)**  
No report
  - 7. Region 7 Report (Soriano)**  
Soriano stated that a Region 7 Workshop will be held in June.
  - 8. Region 8 Report (Caldwell)**  
Caldwell stated a Region Workshop will be held October 18, 2018 in Brawley.
  - 9. Region 9 Report (Bigelow)**  
Bigelow discussed planning for the upcoming Region 9 workshop in September.
  - 10. Region 10 Report (Lore)**  
No report
  - 11. Region 11 Report (Anderson-Warren)**  
No report
  - 12. Region 12 Report (Ascencion)**  
Ascencion discussed the recent Region Workshop in March 16<sup>th</sup> in Camarillo and upcoming FPPC Filing Officer training in Thousand Oaks.
  - 13. Region 13 Report (Barajas)**  
Barajas stated a Region 13 Workshop is tentatively scheduled for September 7, 2018 in Salinas. She requested a referral or assistance from clerks or consultants with expertise in elections to provide an elections workshop in Monterey County.
  - 14. Region 14 Report (Woodworth)**  
Woodworth discussed Region Workshop to be held in October in Los Gatos and Election training in San Jose on May 25, 2018.
  - 15. Region 15 Report (Wimberly)**  
Wimberly stated she is working on her Region's upcoming workshop.
  - 16. Region 16 Report (Flamson)**  
Flamson discussed Workshop held January 19, 2018 in Sonoma, the upcoming Region Workshop being held September 28, 2018 and two Athenian Dialogues being held June 6, 2018 and October 13, 2018.
- g. Past President (Jasso)**  
No report.

**9. IIMC REPORT**

President Klock-Johnson stated she is unable to attend the Annual IIMC Conference and has asked Past President Jasso to attend in her absence.

**10. PRESIDENT'S REPORT (Klock-Johnson)**

President Klock-Johnson stated the League is working to improve the listserv and stated it may be moderated by a vendor.

**11. ADJOURNMENT**

President Klock-Johnson adjourned the meeting at 1:54 p.m.

**EXECUTIVE BOARD  
2017-2018**



**City Clerks Association of California  
League of California Cities – City Clerks Department  
700 R Street, Suite 200  
Sacramento, CA 95811**

WENDY KLOCK-JOHNSON,  
President, Sacramento

STEPHANIE SMITH,  
1<sup>st</sup> Vice-President, Murrieta

PATRICE OLDS,  
2<sup>nd</sup> Vice-President, San Mateo

BRITT AVRIT, Recording  
Secretary, Lancaster

SUSAN DOMEN,  
Treasurer, Lake Elsinore

MITZI ORTIZ, Communications  
Director, Aliso Viejo

RANDI JOHL-OLSON,  
Legislative Director, Temecula

DAWN ABRAHAMSON,  
Professional Development  
Director, Vallejo

APRIL SOUSA,  
Region 1 Director, Blue Lake

DONNA SETTLES,  
Region 2 Director, Galt

JENNIFER FERRAILOLO, Region  
3 Director, Lodi

YVONNE SPENCE,  
Region 4 Director, Fresno

MELINDA SAYRE,  
Region 5 Director, Hesperia

VICKI KASAD,  
Region 6 Director, Ontario

JERRYL SORIANO, Region 7  
Director, Desert Hot Springs

DIANE CALDWELL,  
Region 8 Director, El Centro

KERRY BIGELOW,  
Region 9 Director, Chula Vista

KELLY LORE, Region 10  
Director, Orange County  
Sanitation District

DENISE ANDERSON-WARREN,  
Region 11 Director, Santa Monica

MICHELLE ASCENCION, Region  
12 Director, Oxnard

PATRICIA BARAJAS,  
Region 13 Director, Salinas

JENNIFER WOODWORTH,  
Region 14 Director, Midpeninsula  
Regional Open Space District

MARGARET WIMBERLY, Region  
15 Director, Brentwood

KATHY FLAMSON, Region 16  
Director, Calistoga

JOSE JASSO, Immediate Past  
President, Rio Vista

TO: CCAC Board of Directors  
FR: Wendy Klock-Johnson, President  
DT: May 23, 2018  
RE: Campaigning Policy Discussion

Please find the attached materials for your review at our upcoming conference call regarding the development of a Campaign Policy.

I received input from 15 people, which also included members indicating they did not have changes or comments. This input has been included in the attachment for your consideration for our discussion. In order to facilitate an efficient discussion and provide some order I provided comments and input for each lettered item that was part of the originally proposed language. Please note that an additional lettered item has been proposed and was included at the end of the attachment.

Thank you to everyone for what I think are very thoughtful suggestions and ideas. I know everyone is very busy, however I certainly appreciate the time spent in responding. I look forward to discussing this further at our conference call on June 6, 2018 at 9:30.

Original Proposed Language:

- A. A member may begin to campaign no earlier than the close of the nomination period and after the CCAC elections officer has vetted and approved the candidate's nomination form and materials.

Redline Changes Proposed:

- A. A member may begin to campaign no earlier than the close of the nomination period and after the CCAC ~~elections officer~~ Nominating Chair has ~~vetted~~ accepted and approved the candidate's nomination form and materials.

Newly Proposed Language Based on Input:

- A. A member may begin to campaign no earlier than the annually held League of California Cities City Clerks New Law & Elections Seminar, in the year prior to the election year that they will be running for office.

Definition of campaigning:

Any communication or organized effort including but not limited to: communication through websites, social media posts, email, presentations and/or distributing printed materials for the advocacy or advancement of a candidate for election.

New Language Rational:

The reason a timeline was proposed was to prevent candidates from inundating members with elections materials, and still provide candidates ample access to voters. Campaigning wasn't previously defined in the proposed language.

Comments Received:

- What constitutes "campaigning"? Sending mass emails/writings? Verbally relaying that someone plans to run for office?
- Regarding timing, I would suggest campaigning begin at least before the annual conference, which is many people's only opportunity to meet candidates in person. Beginning at the close of the nomination period gives people less than 3 weeks to campaign and I think the membership should be allowed more time to hear from candidates and ask questions. If I'm understanding IIMC's timeline correctly, it appears that candidates have about 3 months to campaign (although I'm confused because the campaigning guidelines you sent said campaigning begins July 1, but the last nomination period was in January and election in April...?). Further, the Political Reform Act doesn't place restrictions on when candidates can begin raising/spending funds (i.e. campaigning), so long as they've filed their 501 (except for special elections).
- This will leave little to no time to actually campaign and interact with CCAC members. Especially because the CCAC conference and New Law and Elections Seminar are in April and December and the close of our nomination period is in June. Members will end up voting for candidates they really know nothing about.
- This is a bad idea! This prevent candidates from campaigning at CCAC Annual Conference, the best in-person interaction with CCAC Members. If someone knows they are going to run for a position, why must they remain silent about their candidacy? Candidates for City Council are allowed to begin campaigning as early as they want, well before the nomination papers are accepted. This seems like an arbitrary and unjustified rule.
- My only other thought is that (if is not already elsewhere), that some general definition of campaigning be included to make the policy as clear as possible for the membership.

Original Proposed Language

- B. CCAC shall provide a current list of members email to each candidate; and candidates are allowed unlimited e-mails to discuss their candidacy. Candidates may not use the League of California City Clerk Department ListServ to disseminate election or campaign materials.

Redline Changes Proposed:

- B. CCAC shall, upon request by a vetted candidate, provide a current list of CCAC members email to each candidate; and candidates are allowed unlimited e-mails to discuss their candidacy. Candidates may not use the League of California City Clerk Department ListServ to disseminate election or campaign materials.

Newly Proposed Language based on Input:

NONE

New Language Rational:

I would not recommend accepting the above changes if changes are made to "A" regarding the campaigning time frame. A candidate would not be vetted within the timeframes proposed. If no changes are made to "A" the redline proposal would make sense.

Comments Received:

- This is a very good suggestion
- Good Idea!

Original Proposed Language:

- C. Candidates are not permitted to campaign during any educational session presented under the umbrella of CCAC or educational institutes. Campaigning is permitted during break or other non-session times at conferences and training session.

Redline Changes Proposed:

- C. Candidates are not permitted to campaign during any educational session presented under the umbrella of CCAC or educational institutes. Campaigning is permitted during break or other non-session times at conferences and training session although use of conference and training session equipment such as microphones, laptops and projectors is not permitted.
- C. Candidates are not permitted to campaign during any educational session presented under the umbrella of CCAC or related educational institutes. Campaigning is permitted during break or other non-session times at conferences and training session.

Newly Proposed Language based on Input:

- C. Candidates are not permitted to campaign during any educational session presented under the umbrella of CCAC or related educational institutes. Campaigning is permitted during break periods, prior to the start and after the session is completed when potential voters are completely on their own time free of obligations to the session they are attending. Candidates may not use training session equipment such as microphones, laptops, or projectors for campaigning.

In institute type training such as TTC, MMCA, or Nuts and Bolts campaigning is not permitted during working lunch or break sessions.

New Language Rational:

Currently there is a perception that if you have no obligations to be present during a break period that this is considered "free time." I propose that during the free time that a candidate should be able to discuss his/her campaign. The challenge with this section/language as I see it is that at the annual conferences breaks, while often used for personal business, are described as break with exhibitors. The exhibitors are vital to our conferences and additionally they sponsor these "breaks" with refreshments etc. I am not sure how to navigate this issue or the level of concern on this particular point.

Comments Received:

- Are the trainers paid/reimbursed for their travel to/from educational sessions? If so, it seems like they may have an unfair advantage over a non-trainer candidate who would have to fund his/her own travel to have the same opportunity to campaign.
- I have concerns with this language. To my knowledge, TTC, MMCA Nuts & Bolts, etc. are not currently "open campus" types of trainings. Will candidates have to be given access to the location during breaks?
- Does this include passing out flyers
- This suggestion is ok, but again, if Rule A applies, there won't be any campaigning during breaks or other non-session times because there won't be any applicable conferences between the end of the nomination period and the close of voting. At the most, this only leaves potentially one or two regional trainings where a candidate can campaign during the breaks. This doesn't give candidates enough one-on-one face time with the majority of the membership.
- Good idea!

Original Proposed Language:

- D. If a candidate is invited to region meeting as a candidate, the meeting host and region director shall not indicate support or opposition to the candidate at the event and shall ensure that all other candidates are given equal opportunity to appear at the event as well

Redline Changes Proposed:

NONE

Newly Proposed Language based on Input:

NONE

New Language Rational:

Based on the extensive comment provided below (bullet three) I am going to recommend that we prohibit candidates being invited to any type of region meeting. For discussion is there a need to add any language about permitting or outlining candidate forums?

Comments Received:

- Regions don't have "meetings". While it may make sense to invite a candidate to a business meeting, I don't believe it makes sense to invite candidates to an educational workshop.
- No huge issue here besides the fact if a candidate is from the northern region and another candidate for the same position is from the southern region, chances are someone won't be able to make the region meeting because of distance.
- This is vague and full of negative consequences. Just for example, if the Regional Director wanted to host an event in San Diego and knew that a candidate she supported was going to be in town that week, she could coordinate the event around that person. Yes, she would need to invite the other candidate, but if that candidate is located somewhere like Santa Barbara and working, there is clearly a disadvantage.

What if the Regional Director is running for 2<sup>nd</sup> VP, would they invite themselves to their own event? But then indicate they are not supporting themselves.

This also flies in the face of Rule C which says that campaigning is only to happen during breaks and non-session time. Plus, a regional director can't offer free registration, so what is the purpose of "inviting" anyone? Anyone can already attend any region meeting and that candidate can campaign during the break.

I would suggest that this type of activity just be prohibited.

Original Proposed Language:

- E. Board members, by group or individually, shall neither endorse nor provide assistance to any candidate, and shall not be mentioned in any election materials.

Redline Changes Proposed:

- E. The Board of Directors members, by group or individually, shall neither endorse nor provide assistance to any candidate, and neither the Board of Directors nor any individual members of the Board of Directors shall ~~not~~ be mentioned in any election materials. Individual members of the Board of Directors who endorse or provide assistance to a candidate shall indicate that they are expressing themselves as a private persons, not as representatives of the Board of Directors.

Newly Proposed Language based on Input:

- E. The Board of Directors shall neither endorse nor provide assistance to any candidate, and neither the Board of Directors nor any individual members of the Board of Directors, in their role as a member, shall be mentioned in any election materials. Individual members of the Board of Directors who endorse or provide assistance to a candidate shall indicate that they are expressing themselves as private person, not as representatives of the Board of Directors.

Candidates may state their current or past roles as Board Members in their campaign materials.

New Language Rational:

The comments below show clear concern about restricting board members as individuals from participating in the support of a candidate and campaigning.

Comments Received:

- I don't think we can or should preclude individuals from expressing their personal opinions
- Does this potentially limit free speech of the individual Board members? I understand that the Board as a whole cannot endorse, but we could run into problems if an individual tried to push the issue.
- I think individuals have the right as long as they do not speak on behalf of the Board or as a Board Member.
- Item E that limits board members from endorsing candidates. Since every member has a paid membership, it seems unfair to restrict the member from supporting a candidate. Maybe the wording should say that a member cannot support or endorse a candidate using their CCAC title (?). Those are my thoughts.
- I don't believe it's a good idea to limit the voice of board members simply because they are on the board. They have the same rights as anyone else in CCAC membership to publicly support which ever candidate they choose.
- Why would the Board restrict the free speech of Board Members. Elected officials endorse other candidates all of the time. If the Board want to be restrictive, then create a policy that says a Board Member may not use their CCAC title in campaign materials or as part of an endorsement.

For instance, I list Vicki Kasad on my website. However, I only identify her as the Assistant City Clerk of Ontario, CA. I do not use her position as Mentoring Chair or Regional Director.

However, a candidate should certainly be allowed to use their current and former titles and positions in their campaign materials and that should be spelled out so there is no confusion.

Original Proposed Language:

NONE

Redline Changes Proposed:

- F. In the spirit of the California Elections Code Section 13308, candidate statements and campaign materials shall be limited to a recitation of the candidate's own personal background, character, qualifications and activities shall not reference other candidates.

Newly Proposed Language based on Input:

- F. In the spirit of the California Elections Code Section 13308, candidate statements and campaign materials shall be limited to a recitation of the candidate's own personal background, character, qualifications and activities shall not reference other candidates.

New Language Rational:

As this is newly proposed language we can discuss this further on the call.

Comments Received:

- Since we are not vetting materials like IIMC for appropriateness, I feel strongly that we have to have something that encourages content civility, etc. so this is one suggestion. I'm open to other thoughts accomplishing the same goal.