



AGENDA REPORT

Meeting Date: June 19, 2012

Item Number: G-4

To: Honorable Mayor and City Council

From: Jeff Kolin, City Manager

Subject: RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS DESIGNATING THE CITY'S VOTING DELEGATE AND ALTERNATE FOR THE 2012 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

1. RESOLUTION
 2. LEAGUE OF CALIFORNIA CITIES ADVISORY DATED MAY 3, 2012
 3. 2012 ANNUAL CONFERENCE VOTING PROCEDURES
 4. 2012 ANNUAL CONFERENCE VOTING DELEGATE / ALTERNATE FORM
-

RECOMMENDATION

It is recommended that the Beverly Hills City Council select one Councilmember as a voting delegate and up to two alternate voting delegates, one of which may include the City Manager, for the League of California Cities 2012 Annual Conference.

INTRODUCTION

The League of California Cities advocates for cities at the state capitol, and for proper distribution of state taxes to cities. The League of California Cities mission is to restore and protect local control for cities through education and advocacy in order to enhance the quality of life for all Californians.

Each year the League of California Cities considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting in San Diego on September 5 – 7, 2012, City Council must designate a voting delegate. City Council 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 this capacity. The Beverly Hills City Manager has served, in the past, as an alternate voting delegate on behalf of the City Council.

DISCUSSION

To ensure the integrity of the voting process at the League of California Cities Annual Business Meeting, the following procedures must be adhered to:

1. 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. To complete the Voting Delegate form, either a copy of the council resolution that reflects the council action taken must be attached, or the city clerk or mayor must sign the form affirming the names provided are those selected by the city council. Designation of 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.

2. Conference Registration Required.

The voting delegate and alternates must be registered to attend the conference, scheduled for September 5-7, 2012 in San Diego, CA. They need not register for the entire conference; they may register for Friday only. In order to cast a vote, at least one person must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates must 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.

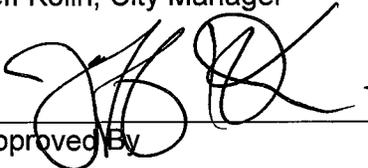
3. Seating Protocol during General Assembly.

At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area is limited to those individuals with a special sticker on their name badge which identifies them as a voting delegate, or alternate.

FISCAL IMPACT

City Council's selection of one Councilmember as a voting delegate and up to two alternate voting delegates for the League of California Cities 2012 Annual Conference would not produce fiscal impacts to the City of Beverly Hills.

Jeff Kolin, City Manager

Approved By 

Attachment 1

RESOLUTION NO. 12 - R-

RESOLUTION OF THE COUNCIL OF THE CITY OF
BEVERLY HILLS DESIGNATING THE CITY'S VOTING
DELEGATE AND ALTERNATE FOR THE 2012 LEAGUE OF
CALIFORNIA CITIES ANNUAL CONFERENCE

WHEREAS, the League of California Cities ("League") is conducting its 2012 Annual Conference (the "Conference") from September 5-7, 2012 in San Diego, California;

WHEREAS, an important part of the conference is the Annual Business Meeting, during which the League membership considers and takes action on several resolutions that establish League policy;

WHEREAS, the City of Beverly Hills ("City") desires to contribute its voice to the consideration and actions taken regarding League policy;

WHEREAS, the City Council must designate a voting delegate, and may appoint up to two alternate voting delegates (one of whom may vote in the event that the designated voting delegate is unable to participate or serve in that capacity) for the Conference.

NOW, THEREFORE, the Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. To comply with the League's bylaws, the City Council designates as its delegate and alternates to the 2012 League's Annual Conference the following:

Delegate:

Alternate 1:

Alternate 2:

Section 2. The Council further directs the Deputy City Manager for Public Affairs to timely submit the 2012 Annual Conference Voting Delegate/Alternate Form indicating the City's designations.

Section 3. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and his certification to be entered in the Book of Resolutions of the council of this City.

Adopted:

WILLIAM W. BRIEN, M.D.
Mayor of the City of Beverly Hills,
California

ATTEST:

(SEAL)
BYRON POPE
City Clerk

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO FORM:

CHERYL FRIEDLING
Deputy City Manager for Public Affairs

Attachment 2

Council Action Advised by August 3, 2012

May 3, 2012

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego 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 Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that 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 person 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

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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 San Diego Convention Center, will be open at the following times: Wednesday, September 5, 9:00 a.m. – 6:30 p.m.; Thursday, September 6, 7:00 a.m. – 4:00 p.m.; and September 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

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 office by Wednesday, August 15. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2012 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Attachment 3



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

Annual Conference Voting Procedures 2012 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

Attachment 4



CITY: _____

2012 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Wednesday, August 15th, to:

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247