

From: ACWA [acwabox@acwa.com]
Sent: Monday, May 11, 2015 10:42 AM
To: ladavis@cvwater.com
Subject: ACWA Region Election Process Underway For The 2016-2017 Term

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**Association
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May 11, 2015

ACWA Region Election Process Underway for the 2016-2017 Term

Call for Candidates Announced

The ACWA region election process is officially underway for the 2016-2017 term. The region elections determine the boards of each region, including the region chair, vice chair and board members for the 2016-2017 term.

Nominating committees have been appointed by the current chairs of each region and are posted at www.acwa.com. These committees are tasked with identifying and reviewing qualifications of eligible region chair, vice chair and board member candidates for the 2016-2017 term.

Election materials were sent to ACWA member agency general managers and board presidents electronically. Included in the e-mail are links to information about the role and responsibilities of the regions, election timelines, region rules and regulations, candidate nomination forms, and a sample resolution.

Interested candidates must submit a signed resolution of support from their agency's board of directors in order to be eligible for the election. All candidate nomination forms, signed resolutions and candidate information must be submitted to ACWA no later than June 30, 2015.

The election begins on July 31, 2015, when the region nominating committees announce their recommended slate for each of the ten region boards. An official electronic ballot identifying the recommended slate and any additional candidates for consideration will be sent to all ACWA member agencies on that date. Only one ballot per agency will be accepted.

All region election ballots must be received at ACWA by Sept. 30, and election results will be announced on Oct. 5, 2015.

Region election information and materials are available at <http://www.acwa.com/content/region-elections>.

If you have questions, please contact Regional Affairs Representatives Katie Dahl at katied@acwa.com, Brandon Ida at brandoni@acwa.com, or call (916) 441-4545.

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THE ROLE OF THE REGIONS

Mission:

ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
 - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
 - Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.

- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.



MEMORANDUM

Date: May 4, 2015

To: ACWA REGION 9 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS
(sent via e-mail)

From: ACWA REGION 9 NOMINATING COMMITTEE
Greg Morrison, Elsinore Valley Municipal Water District
Kirby Brill, Mojave Water Agency
John Mura, East Valley Water District
Nancy Wright, Mission Springs Water District

The Region 9 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 9 for the 2016-2017 term. The Nominating Committee is currently seeking candidates for the Region 9 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 9 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 9. The members of the Region 9 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 9 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the Region 9 Rules and Regulations (all located at <http://www.acwa.com/content/region-elections>) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form**
- **Obtain a Resolution of Support from your agency's Board of Directors**
- **Submit the requested information to ACWA as indicated by Tuesday, June 30, 2015**

The Region 9 Nominating Committee will announce their recommended slate on July 31, 2015, which will mark the start of the election. The election will be completed by September 30, 2015. On October 5, 2015, election results will be announced. The newly elected Region 9 Board Members will begin their two-year term of service on January 1, 2016.

If you have any questions, please contact ACWA Regional Affairs Representative Brandon Ida, at brandoni@acwa.com or (916) 441-4545.

Name of Candidate: _____

Agency: _____ Title: _____

Agency Phone: _____ Direct Phone: _____

E-mail: _____ ACWA Region: _____ County: _____

Address: _____

Region Board Position Preference: (If you are interested in more than one position, please indicate priority – 1st, 2nd and 3rd choice)

Chair _____ Vice Chair _____ Board Member _____

In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section? (If neither is selected, your name will **NOT** appear on the ballot.)

Yes No

Agency Function(s): (check all that apply)

Wholesale Sewage Treatment Flood Control
 Urban Water Supply Retailer Groundwater Management / Replenishment
 Ag Water Supply Wastewater Reclamation Other: _____

Describe your ACWA-related activities that help qualify you for this office:

In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

*I hereby submit my name for consideration by the Nominating Committee.
(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Signature Title Date

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2015.

(SEAL)

(Nominee Name), (Title)
(District Name)

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2013, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)

2015 ACWA Region Election Timeline 2016-2017 Term

- February 28: NOMINATING COMMITTEES APPOINTED**
- With consensus of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
 - Those serving on nominating committees are ineligible to seek region offices
 - Nominating Committee members are posted online at www.acwa.com
- March 1-31: NOMINATING COMMITTEE TRAINING**
- Nominating Committee packets will be e-mailed out to each committee member
 - ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-5 Nominating Committees: March 18 at 10 a.m.
 - Regions 6-10 Nominating Committees: March 18 at 2 p.m.
- May 4: CALL FOR CANDIDATES**
- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers
 - The call for candidate nominations will be announced at the 2015 ACWA Spring Conference and Exhibition in Sacramento
- June 30: DEADLINE FOR COMPLETED NOMINATION FORMS**
- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
 - Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate
- July 10: CANDIDATE INFORMATION TO NOMINATING COMMITTEES**
- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

July 11 - 31:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 24
- Candidates will be notified of the recommended slate by July 30
- The Nominating Committee Chair will approve the official region ballot

July 31:

ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 30, 2015***

October 5:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of *ACWA News*

ACWA Region 9
Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

The chair and vice chair shall be elected, one from each area, and the positions shall be rotated between the Western and Arid areas of Region 9.

The chair will appoint a secretary to the Board if one is deemed necessary.

When possible, alternates should be selected from the same Arid or Western regions as their corresponding chair or vice chair.

Western area which shall include:	Arid area which shall include:
<ul style="list-style-type: none">• Beaumont-Cherry Valley WD (Beaumont)• Chino Basin WCD (Montclair)• Chino Basin Watermaster (Rancho Cucamonga)• City of Corona Dept of Water and Power (Corona)• Crestline Village WD (Crestline)• Crestline-Lake Arrowhead WA (Crestline)• Cucamonga Valley WD (Rancho Cucamonga)• DWP, City of Big Bear (Big Bear Lake)• East Valley WD (San Bernardino)• Eastern MWD (Perris)• Elsinore Valley MWD (Lake Elsinore)• Inland Empire Utilities Agency (Chino)• Jurupa CSD (Mira Loma)• Lake Arrowhead CSD (Lake Arrowhead)• Lake Hemet MWD (Hemet)• Monte Vista WD (Montclair)• Rancho California WD (Temecula)• Riverside County FC & WCD (Riverside)• Riverside Public Utilities (Riverside)• San Bernardino Valley MWD (San Bernardino)• San Bernardino Valley WCD (Redlands)• San Gorgonio Pass WA (Beaumont)• Santa Ana Watershed Project Authority (Riverside)• West Valley WD (Rialto)• Western MWD (Riverside)	<ul style="list-style-type: none">• Apple Valley Foothill CWD (Apple Valley)• Apple Valley Heights CWD (Apple Valley)• Bard WD (Winterhaven)• Big Bear Area Regional Wastewater Agency (Big Bear City)• Big Bear CSD (Big Bear City)• Big Bear MWD (Big Bear City)• Bighorn-Desert View WA (Yucca Valley)• Coachella Valley WD (Coachella)• County of San Bernardino, Special District D (Victorville)• Desert Water Agency (Palm Springs)• Heber PUD (Heber)• Hi-Desert WD (Yucca Valley)• Idyllwild WD (Idyllwild)• Imperial ID (Imperial)• Joshua Basin WD (Joshua Tree)• Mariana Ranchos CWD (Apple Valley)• Mission Springs WD (Desert Hot Springs)• Mojave Water Agency (Apple Valley)• Palo Verde ID (Blythe)• Phelan Pinon Hills CSD (Phelan)• Pinyon Pines CWD (Mountain Center)• Twentynine Palms WD (Twentynine Palms)

Meetings

The region will hold at least quarterly meetings, including the ACWA spring and fall conferences.

The Region 9 board will set all region meetings.

Any member wanting to add an agenda item for consideration at any Region 9 meeting must submit the information to be discussed at least 48 hours in advance of the meeting to the region chair to ensure that both sides of the issue will be present for consideration and understanding. However, a majority vote of those present, after a quorum is established, may provide for immediate consideration of an issue.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

Should a vacancy occur in the region chair position, the alternate chair shall assume the position.

Should a vacancy occur in the region vice chair position, the alternate vice chair shall assume the position.

When filling a chair or vice chair vacancy, where possible the board will fill the position with a candidate from the correct Arid or Western regions.

Should a vacancy occur in either the alternate chair or the alternate vice chair positions, the region chair shall appoint a replacement from the remaining board members with concurrence from the region board.

Should a vacancy occur in any of the other three remaining board positions, the region chair shall appoint a replacement from a member agency within the appropriate designated area with concurrence from the region board.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to six individuals; and shall have the same number of members from each Western and Arid areas.

The nominating committee shall pursue qualified members within the region to run for the region board and consider geographic diversity, agency size and focus in selecting a slate.

See current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the region board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and

regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 9 Rules & Regulations can be amended by a majority vote at any region meeting following advance written notice to member agencies.