

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director/City Clerk DST
BY: Maureen Benson, Deputy City Clerk

DATE: July 18, 2007 (CC Meeting of 08/01/07)

SUBJECT: Consider Resolution Appointing Voting Delegates for League of California Cities Annual Conference – September 5-8, 2007 and Rescinding Resolution No. 2006-2498

DISCUSSION

The League of California Cities has provided the City with instructions for Council to designate a voting delegate and two alternate voting delegates in order to vote at the 2007 Annual Business Meeting to be held September 5-8 in Sacramento.

Only individuals who have registered for the conference may be designated as voting delegates. Currently, Mayor Hunter, Mayor Pro Tempore Millhouse, and Councilmember Parvin are registered. A draft resolution is attached that if adopted would appoint Mayor Hunter as League Voting Delegate and Mayor Pro Tempore Millhouse and Councilmember Parvin as League Voting Delegate Alternates.

The attached resolution also rescinds the resolution for the prior year's Annual Business Meeting delegates.

STAFF RECOMMENDATION

Adopt Resolution No. 2007-_____, rescinding Resolution No. 2006-2498.

Attachment: Draft Resolution
Letter from League of California Cities dated June 8, 2007

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, APPOINTING THE LEAGUE VOTING DELEGATE AND TWO VOTING DELEGATE ALTERNATES FOR THE 2007 LEAGUE OF CALIFORNIA CITIES ANNUAL BUSINESS MEETING AND RESCINDING RESOLUTION NO. 2006-2498

WHEREAS, the City of Moorpark has an interest in helping to direct the legislative policy of the League of California Cities; and

WHEREAS, the League procedures require the City Council to designate the voting delegate and two voting alternate delegates through Council action; and

WHEREAS, Resolution No. 2006-2498 established the voting delegate and voting alternate for the 2006 League of California Cities Annual Business Meeting and should be rescinded; and

WHEREAS, the Council desires to designate a voting delegate and two voting alternate delegates for the 2007 League Annual Business Meeting.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Mayor Patrick Hunter is designated as the Voting Delegate and Mayor Pro Tempore Millhouse and Councilmember Parvin are designated as the two Voting Delegate Alternates for the 2007 League of California Cities Annual Business Meeting.

SECTION 2. Resolution No. 2006-2498 is hereby rescinded in its entirety.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original Resolutions.

PASSED AND ADOPTED this 1st day of August, 2007.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

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

Please review this memo carefully. New procedures were adopted in 2006 regarding designation of voting delegates and alternates and voting at the Annual Conference.

June 8, 2007

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 5-8, Sacramento**

The League's 2007 Annual Conference is scheduled for September 5-8 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting, scheduled for Saturday morning, September 8, at the Hyatt Hotel in Sacramento. 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. In the event that the designated voting delegate is unable to serve in that capacity, your city may appoint up to two alternate voting delegates. The ability to appoint up to two alternates is the result of approval last year of a League bylaws amendment that increased the number of voting delegate alternates from one to two.

Please complete the attached Voting Delegate form and return it to the League's office no later than August 13, so that voting delegate/alternates records may be established prior to the conference. At the conference, voting delegate forms may be returned to the Voting Delegate Desk located in the conference registration area.

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. At least one must be present at the Business Meeting and in possession of voting card in order to cast a vote. Voting delegates and alternates

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are requested to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegates Desk. This will enable them to receive the special stamps 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 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.
- **New 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 stamp on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they should be sure to sign in at the Voting Delegate desk and obtain the special stamps on their badges.

The Voting Delegate desk in the conference registration area will be open September 5, 6 and 7, and prior to the Business Meeting on September 8. The conference registration area will open at 12:00 p.m., on September 5, at the Sacramento Convention Center. The Voting Delegate desk will also be open at the Business Meeting, 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 it and this memo with your council and especially with the individuals 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 August 13, 2007. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2007 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures 2007 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. We encourage voting delegates and alternates to sign in at the Voting Delegate Desk so that they may receive a special stamp 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 not either a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission will be limited to those individuals with a special stamp on their name badge identifying them as a voting delegate or alternate. If the city's voting delegate and alternates wish to sit together, all should sign in at the Voting Delegate desk and obtain the special stamps on their badges.
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.



CITY: _____

2007 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by August 13, 2007. Forms not sent by this deadline may be returned 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, 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 special area will be limited to individuals (voting delegates and alternates) who are identified with a special stamp on their conference badge. If your city's voting delegate and alternates wish to sit together at the Business Meeting, they are all encouraged to sign in at the Voting Desk in order to obtain the identifying stamp that will admit them to the special voting area.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

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

Name: _____

Phone: _____

Title: _____

Date: _____

Please complete and return by August 13 to:

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

FAX: (916) 658-8240