



Strategic Planning Committee
Meeting Date: 4/9/2018
Agenda Item No.: 2018-April-2.

Subject: SACOG Nominating Committee Framework (Est. time: 10 minutes)

Information

Prepared by: James Corless

Approved by: James Corless

Attachments: Yes

1. Issue:

What guidelines should the board adopt to guide the nominating committee in selecting the 2019 SACOG Board Chair and Vice Chair?

2. Recommendation:

None, this item is for information and discussion.

3. Background/Analysis:

Every year, the SACOG Board appoints a nominating committee to select the following year's Chair and Vice Chair. Up until the last year, the Board had no formal guidelines that governed the selection of the Chair and Vice Chair, other than the fact that the Chair is typically the prior year's Vice Chair, and the two seats usually alternate between city and county representation. For a number of reasons, the nominating committee decided to break with tradition in 2017 and elect both a Chair and Vice Chair who represent cities. The 2017 nominating committee also drafted a set of guidelines to advise future nominating committees of the criteria that should be considered when selecting the board leadership.

4. Discussion/Analysis:

The Strategic Planning Committee reviewed the nominating committee's guidance at its January 2018 meeting. Chair Veerkamp asked the members of the Strategic Planning Committee to review the guidance (see Attachment A) and return to the April Strategic Planning Committee meeting prepared to provide staff with input on the guidance. Staff is prepared to receive input at your April 9 meeting, will prepare any necessary edits to the guidance, and will return it to the August Strategic Planning Committee meeting for adoption. This will provide ample time for the nominating committee to then proceed with its work for the 2019 chair election (see Attachment B for a proposed schedule leading up to the nomination of the 2019 SACOG Board Chair and Vice Chair).

5. Fiscal Impact/Grant Information:

This item has no fiscal impact to the agency's budget over and above staff time that is already budgeted.

ATTACHMENTS:

Description

Attachment A - Draft Nominating Framework

Attachment B - Nominating Committee Timeline

DRAFT NOMINATING FRAMEWORK

**Sacramento Area Council of Governments
Annual Selection of Board Chair and Vice Chair**

On an annual basis the Board of Directors of the Sacramento Area Council of Governments selects a Chair and Vice-Chair no later than the regular December meeting of the Board. The new Chair and Vice Chair are sworn in and assume their roles at the January Board meeting following that selection. The Bylaws of the Joint Powers Agreement (Section 5.5 Officers) establishing the Sacramento Area Council of Governments states:

- ***Chair. The Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Chair at the first regular meeting in the next calendar year. Any Director may be authorized to represent the Board upon approval by the Chair. The Board may determine, by Rule, that the Chair shall alternate or rotate between directors representing city and county member agencies.***
- ***Vice-Chair. The Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Chair at the first regular meeting in the next calendar year. He/she will have all the powers and act in the place of the Chair in his/her absence. The Board may determine, by Rule, that the Vice-Chair shall alternate or rotate between directors representing city and county member agencies.***

Nominating Committee. In order to support a smooth annual transition of leadership, the Board Chair appoints an Ad Hoc Nominating Committee from among the interested members of the Board in a timely fashion, typically prior to the November Board meeting. Members of the Nominating Committee shall not be seeking Board Chair or Vice-Chair roles themselves. The Board Chair may determine the number of members of the Nominating Committee and shall endeavor to appoint a broadly representative Committee. The Nominating Committee is responsible for reviewing candidates for the roles of Chair and Vice-Chair and making recommendations to the full Board. The Nominating Committee will assure that all members of the Board are informed in advance of the annual process, timelines and due dates, and other information.

Board Chair Nomination. The election of the Chair requires a nomination and a vote by the full Board at a regularly scheduled and posted public meeting. The Nominating Committee will consider the nomination of the Chair as part of its deliberations. Customarily, the Vice-Chair will advance to nomination as Board Chair. The Nominating Committee shall confirm the Vice-Chair's interest in continuing in this role.

Vice-Chair Nomination. The election of the Vice-Chair requires a nomination and a vote by the full Board at a regularly scheduled and posted public meeting. The Nominating Committee will consider the nomination of the Vice-Chair and make a recommendation to the full Board. The Nominating Committee will establish their selection process. This has typically included requesting a written statement of interest from Board Members interested in serving as Vice-Chair and has sometimes included in-person interviews.

Qualifications for Board Vice-Chair. The Nominating Committee is charged with considering all relevant factors in selecting their nominees. All members of the Board expecting to continue service through the term of the Vice-Chair and Chair rotation are eligible for consideration for appointment to the position

of Vice-Chair. Each Nominating Committee is faced with unique circumstances in choosing individuals to assume Board leadership and is charged with exercising their discretion in have been are:

- Balance over time of Board Members representing cities and those representing counties. Section 5.5 of the SACOG Bylaws states that the Board may determine by Rule that the Vice-Chair role alternate between City and County members. Past practice has been that County and City representatives alternate in the Chair role.
- Geographic representation of jurisdictions in leadership roles each year. Typically, one consideration has been desirability of having each year's Chair and Vice-Chair represent two different subregions or counties in the region.
- Prior representation in Chair and Vice-Chair roles from home jurisdictions. Past Nominating Committees have considered whether individual jurisdictions' Directors have served in these leadership roles and how long it has been since that service by any representative of the jurisdiction.
- Prior service by the individual as Board Chair and Vice-Chair. Past practice has been to preclude repeat service in these leadership roles by past Chairs. This has been guided by the principle of sharing leadership among individuals and jurisdictions.
- Demonstrated commitment to SACOG service and regional leadership. This may be demonstrated by length of tenure of service on the SACOG Board, attendance at Board and Committee meetings, and experience as a SACOG Committee Chair, Vice-Chair and other leadership roles.
- Diversity among those who serve in the SACOG leadership roles.

Attachment B: Proposed Schedule for Nominating 2019 SACOG Board Chair & Vice-Chair

Month	Meeting/Milestone	Action/Input requested
April 9	Strategic Planning Committee	Provide staff further input on Board Chair & Vice Chair nominating guidelines
August 6	Strategic Planning Committee	Adopt final Board Chair & Vice Chair nominating guidelines
September 20	Board Meeting	Solicit candidates for 2019 nominating committee
October 18	Board Meeting	Name final 2019 nominating committee; Solicit candidates for 2019 Board leadership (Vice Chair)
November	as needed	Nominating committee meets to evaluate and recommend candidates
December	Board Meeting	SACOG 2019 Board Chair and Vice Chair elected
January (2019)	Board Meeting	SACOG 2019 Board Chair and Vice Chair sworn in; 2019 committee chairs, vice chairs and members announced