

# South Bay Cities Council of Governments

August 11, 2025

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Board Officer Elections Policy & Procedures

## BACKGROUND

At the July Steering Committee meeting, direction was given to staff to establish a consistent, transparent, and equitable process for the nomination and election of SBCCOG Board Officers to include the Chair, 1st Vice Chair, and 2nd Vice Chair.

## POLICY

Officers shall be elected to serve one-year terms starting July 1 of each year. All officers must be the official Board delegate (not alternate) from their city at the time of election.

Selection of the Nominating Committee - Starting in April of each year, a Nominating Committee shall be appointed by the Board Chair. The committee shall consist of no more than four (4) members of the Board of Directors whose cities are in good standing. One of the four members should be the Immediate Past Chair if they are available and that person should serve as the Chair of the Nominating Committee.

Nomination Process - Once named, the Nominating Committee shall solicit interest from the membership of the Board of Directors through announcements at meetings and emails to the entire group.

If there are two or more people that express an interest, the Nominating Committee should consider whether they meet the following criteria:

- **Geographic representation** across the South Bay subregion
- **History of service**, including the last time a nominee's city held an officer position
- **Gender balance** to promote equitable leadership
- **Demonstrated interest and engagement** in SBCCOG activities

If so, they should recommend the names of the self-nominees as their slate of officers.

Should there be minimal interest in self-nominations or the self-nominees don't meet the criteria listed above, the committee shall develop a slate of nominees that do meet the criteria and confirm their willingness to serve.

Election Procedures - The Nominating Committee shall prepare a report with the slate of candidates for the May Board of Directors meeting. At that meeting, nominations will also be accepted from the floor.

At the June Board of Directors meeting, nominations are closed. Each candidate will be given 3 minutes to speak and may present written information as well.

If a position has only one nominee, the election may be conducted by voice vote or acclamation.

If there are two or more nominees for the position, a written ballot shall be used. The Executive Director (or designee) shall verify the ballots, announce each city's vote for the record and announce a winner.

Vacancy - If a vacancy occurs in any officer position during the term, the Chair (or next-ranking officer if the Chair's position is vacant) shall initiate a special election, following the procedures outlined above.

#### RECOMMENDATION

That the Steering Committee discuss the policy, provide direction and recommend board approval