

South Bay Cities Council of Governments

September 25, 2025

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

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.

Nomination Process - Starting in April of each year, the Executive Director shall start the process by soliciting interest from the membership of the Board of Directors through announcements at meetings and emails to the entire group (delegates and alternates). ‘

Members can nominate themselves or someone else on the Board by sending an e-mail to the Executive Director with their interest and indicating which position they are submitting their nomination for. If they nominate someone besides themselves, they should know that the person whose name they are submitting has indicated that they will serve if elected.

Members can also be nominated at the May Board meeting when the nominations submitted thus far are announced and the nominations are also opened from the floor.

Election Procedures - 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.

Members should consider the following criteria when voting:

- **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 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

The Steering Committee recommends this policy and procedures for Board approval.