PURPOSE:
To formalize an annual process for selecting a voting delegate and up to two alternates to attend the League of California Cities (LoCC or Cal Cities) Annual Conference, participate in the business meeting, and vote on behalf of the City. Cal Cities membership considers and acts on resolutions that establish Cal Cities policy. Designation must be done annually.

POLICY & PROCEDURE:

Preconference:

• The City Manager and City Clerk will annually receive the LoCC Designation of Voting Delegate and Alternates memo requesting action by an indicated deadline.

• The City Clerk will place the designating delegate/alternate(s) matter on the next City Council regular meeting.

• The City Council will discuss, designate, and adopt by resolution a voting delegate and up to two alternates. (Note: Voting Delegate/Alternate(s) must be registered to attend the conference.)

• The Mayor/Designee will complete and return the Voting Delegate form attaching the adopted resolution and return to the LoCC as instructed.

• The City Manager and City Clerk will annually receive LoCC resolutions that establish Cal Cities policy for City Council consideration by late summer.

• The City Clerk will place the consideration of the resolutions matter on the next City Council regular meeting.

• The City Council will discuss and direct the voting delegate/alternate(s) on how to act on the resolutions at the annual meeting.

Conference:

• At least one voter must be in possession of the voting delegate card. Voting delegates and alternate(s) must pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker 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 delegate card may be transferred freely between the voting delegate and alternate(s), but only between the voting delegate and alternates. If the voting delegate and alternate(s) find themselves unable to attend the Business Meeting, they may not transfer the voting card to another city official.

• **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 sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

# Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities 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 Cal Cities 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. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker 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 their 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 neither a voting delegate or alternate.

6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.

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.

Adopted June 7, 2023 – Resolution No. 23-019