



Independent Special District Selection Committee

San Luis Obispo Chapter of the
California Special District Association

TO: Independent Special District Selection Committee Members

FROM: David Church, LAFCO Executive Officer

SUBJECT: Alternate LAFCO Representative: Nomination Period is Open through February 22, 2018 @ 12:00 noon

Background. The San Luis Obispo Chapter of the CSDA also acts as the Independent Special District Committee Selection. The Committee is responsible for the selection of Special District representatives to serve on LAFCO. Over the years (until 2016) a quorum of the 36 Special Districts in the County has never been achieved at a meeting of the Selection Committee. This being the case, LAFCO has conducted the elections via electronic mail. While effective in selecting a LAFCO Commissioner (and better than certified mail), the email process is time consuming and provides little opportunity for candidates to be considered by the Districts.

In researching the prior nine elections from 2010-2015, it was found that five Special Districts have not participated in any of the elections. Based on that finding, the Selection Committee approved an alternative method for calculating a quorum based on 31 total Districts that have participated at least once over the prior nine elections. All 36 Special Districts would continue to be noticed and can participate as part of the Selection Committee. This provides for a reduced quorum number of 16, which is more achievable at the Annual Meeting. A candidates' forum would be conducted at the Annual Meeting. The term for this position would begin in March 2018 and run through December 2021. The full election procedure is attached.

Election Instructions. Please place this item on the Board's agenda:

- 1) **Designate a Director as a voting delegate** to attend the February 23, 2018 Special District Annual Meeting in Avila Beach.
- 2) If the District would like to nominate a candidate, please schedule this item on the Board's agenda and obtain consent from the Director you intend to nominate.
A nomination must be approved by the District's Board.
- 3) Nominations are required to be submitted by **12:00 noon, February 22, 2018.** Late nominations will not be considered. The completed and signed nomination form (attached) may be submitted to the LAFCO office via mail, fax-788-2072, or e-mail to DChurch@slolafo.com. The form must be signed by the General Manager or Board President, and the Nominee.

Independent Special District Selection Committee

Election Procedure

- 1- **Determining a Quorum.** All Districts shall be notified of the special district election for the LAFCO member and are eligible to participate. The quorum is based on the total number of Districts that have participated in elections (31) over a five-year period (2010-2015). The quorum would be considered to be 16 District Representatives in attendance at the meeting. If a District that has not participated in the nine prior elections does participate, it would be counted as part of the quorum and its vote would be valid. The quorum policy would apply to the email election process as well.
- 2- **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting.
- 3- **Nomination Procedure.** A notice of nomination would be emailed to the Special Districts requesting that nominations be submitted within 45 days. The Candidates' Statement of Qualifications would be submitted at the same time. Nominations may be received from the floor at the meeting.
- 4- **Alternate Position.** If the Alternate LAFCO Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
- 5- **Election Procedure.**
 - a. A candidate's information package is emailed to all Special Districts prior to the Annual Meeting. It would include a list of the nominees and their Statements of Qualifications. The package would be emailed as soon as the nomination period ends and the package can be compiled.
 - b. A Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
 - c. Each candidate shall be given up to five minutes at the Selection Committee Meeting to present his/her qualifications.
 - d. If a quorum of 16 District Representatives is achieved, the District representatives in attendance complete and submit ballots and the election is conducted.
 - e. The ballots would be counted by three reviewers appointed by the Selection Committee.
 - f. Results would be announced at the Selection Committee Meeting.
 - g. If a quorum is not achieved at the meeting, the voting period will be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.



NOMINATION FOR LAFCO
SPECIAL DISTRICT MEMBER

The _____
(Insert Name of Special District)

Hereby nominates _____ to serve as the
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (LAFCO).

Board of Director's action in the nomination was taken on:

Insert Date of Board Action

General Manager or Chairman/President

Consent of the Nominee - Signature