

ICMA Regional Nominating Agreement Western Region (formerly West Coast)

This agreement serves as a written understanding between the International City/County Management Association (ICMA) and the 10 state associations in the Western Region establishing a process for identifying and selecting candidates to be nominated to serve as the Region's representatives on the ICMA Executive Board. This agreement governs the regional nomination process and eligibility rotation and operates in alignment with ICMA bylaws and Executive Board-approved election procedures, under which nominees are presented to the membership for final vote.

1. Commitments by ICMA and the State Associations

The processes outlined in this agreement are intended to reflect the mutual commitment between ICMA and the state associations in the Western Region to identify qualified and motivated members to serve as Regional Vice Presidents on the ICMA Executive Board. The agreement also works to ensure equitable opportunities within the region for all members to be represented, with the goal of achieving a balanced Executive Board that represents the local government profession and those served by it.

To fulfill this commitment, state associations in the region will proactively identify and prepare future candidates by:

- Encouraging members within their state associations to become members of ICMA.
- Encouraging members within their state association to become involved in ICMA through service on ICMA member committees and task forces, or through other forms of contribution to the association at the state and national/international level.
- Encouraging members within their states to aspire to service on the ICMA Executive Board, ensuring awareness of the regional rotation schedule when their state will have the opportunity to gain representation on the Board.
- Recruiting talented women and minorities into the local government profession, and into membership in state associations and ICMA.

To assist state associations in fulfilling this commitment, ICMA will:

- Promote service on the ICMA Executive Board.

- Conduct outreach, education, and training on the regional nominations process by providing a series of communications annually to ensure that all ICMA members are aware of the nominating process and that state and affiliate leaders are advised of the process in a timely fashion.
- Schedule and host an educational session for Regional Nominating Committee members prior to the scheduled interviews to review nominating requirements, rotational agreements, and historical perspectives. Provide staffing for the nominations process that will coordinate all aspects of the nominations and elections process to support candidates and members of the Regional Nominating Committees.

2. Western Region Composition

The following states are included in the Western Region: Alaska, Arizona, California, Hawaii, Nevada, Oregon, Utah and Washington.

The following state associations within the Western Region have affiliation agreements with ICMA: Alaska, Arizona, Cal-ICMA, Nevada, Oregon, Utah and Washington.

3. Regional Nominating Committee

- A. **Establishment and Purpose.** A Regional Nominating Committee shall be appointed each year for the purpose of interviewing candidates and selecting a candidate for ICMA Regional Vice President who will be presented as the region's nominee on the Annual Election Ballot for consideration by voting members.
- B. **Composition.** Each Regional Nominating Committee will be comprised of:
 - a. The Presidents (or their designees) of each primary state association in the region that has an affiliation agreement with ICMA are voting members.
 - b. A representative in the region from each of the strategic allies designated by the ICMA Executive Board is a voting member.
 - c. The ICMA President or their designee from the ICMA Executive Board is a voting member.
 - d. The ICMA President-Elect, as well as the Regional Vice Presidents from the Western Region, are also invited to attend the candidate interviews, but do not serve as voting members of the Regional Nominating Committee and do not participate in deliberations.

- e. All voting members of the Regional Nominating Committee must be members of ICMA in service to a local government.
- C. **Chair Selection and Preparation.** The Third-Year Regional Vice President for the region, in consultation with the two other Regional Vice Presidents, shall select from among the committee appointees a member to serve as Chair of the Regional Nominating Committee.

The Chair shall represent a state that is not eligible in the geographical rotation for that year.

The Third-Year Regional Vice President has the responsibility to orient and prepare the Chair for the interview process. They also work with the Chair to develop a region-specific question to be asked of all candidates during the interview process. All other questions for the regional nomination interviews are selected and approved by the ICMA Executive Board.

- D. **Interview Format and Timeline.** Regional Nominating Committees convene to interview candidates virtually and will select the nominee for their region within the timeframe established by the ICMA Executive Board.
- E. **Evaluation Criteria.** Regional Nominating Committees shall follow the Executive Board's policy in selecting a nominee who will contribute to a balanced board that represents the profession and those served by it. In evaluating candidates, the committee will use the criteria established by the Executive Board:
 - Regional Nominating Committees will only consider candidates who meet the requirements and expectations of ICMA for board members as noted above and who submit the following required materials to ICMA by the stated deadline;
 - A statement of no more than two pages on their qualifications for the position they are seeking and on their views of issues facing ICMA;
 - A current resume;
 - A nominating petition signed by 15 ICMA members;
 - Any other background or materials as specified by the Executive Board.
- F. **Nominee Selection.** Regional Nominating Committees will interview any candidate who meets the requirements and expectations of ICMA for board members and who submits the required materials to ICMA by the stated deadline. The individual who is selected by the Regional Nominating Committee will appear

as the region's endorsed candidate on the ICMA election ballot.

- G. Regional Nominating Committees will abide by the schedule and guidelines for the nominations and elections process established by the ICMA Executive Board annually, and such instructions will be provided by ICMA to the committee at the start of the process.

4. Election Process

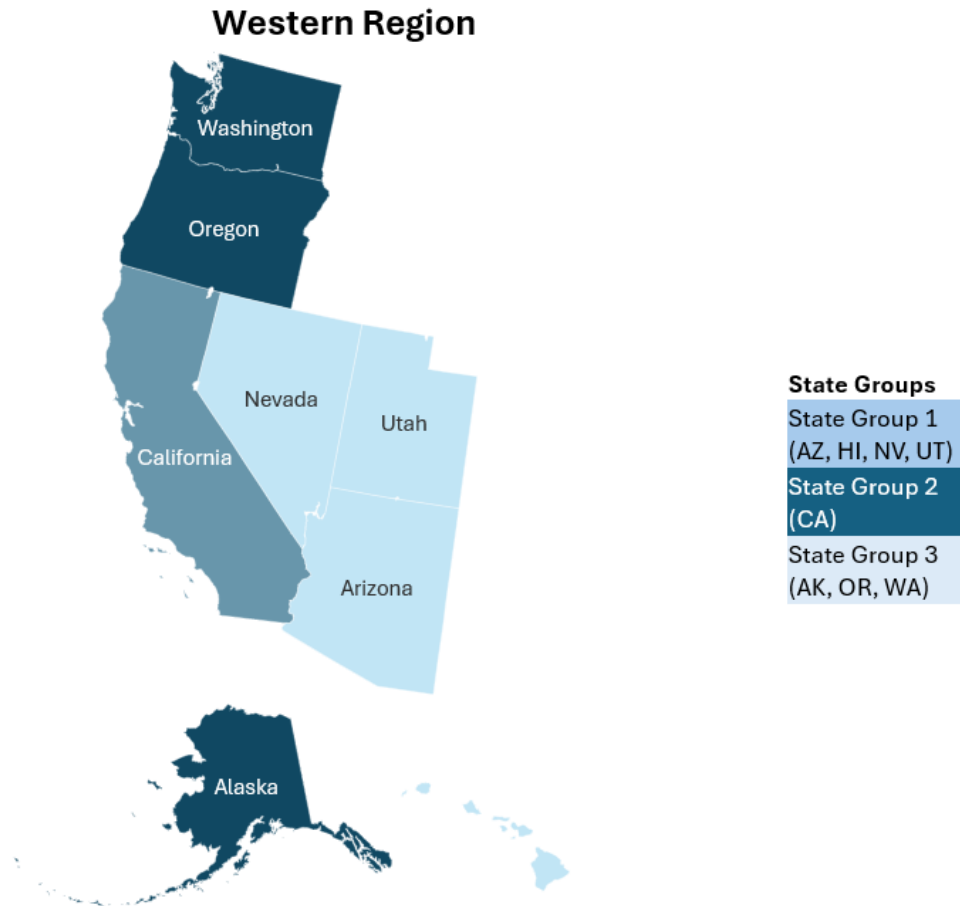
Nominees selected by the Regional Nominating Committee under this agreement shall be presented as the region's endorsed candidate on the ICMA election ballot. Final election to the ICMA Executive Board is determined by a vote of the ICMA membership in accordance with ICMA bylaws and Executive Board-approved election procedures.

Nothing in this agreement shall be construed as to limit the ability of a candidate who has been determined through the process described in this agreement to meet the eligibility requirements for board service to appear on the election ballot in accordance with ICMA bylaws, provided the candidate meets all applicable requirements, including eligibility under the region's geographic rotation protocol for the election year.

5. Geographical Representation and Rotation

- A. **State Groupings.** To achieve representational balance in the region, the following rotation system has been agreed upon by the state associations in the Western Region:
 - a. State Group 1 – Arizona, Nevada, Utah and Hawaii
 - b. State Group 2 – California
 - c. State Group 3 – Alaska, Oregon and Washington

Beginning in 2025, and at least once every 10-years hence, the Geographic Protocol shall be evaluated and adjusted by the Executive Board based on the membership census of Total Voting Members and be rebalanced to the extent practicable to achieve reasonable parity among the regions, if necessary.



B. Rotation Schedule. Regional Vice Presidents in the Western Region shall be nominated according to the following rotation schedule:

- a. Regional Vice President Position #1 – Selected from State Group 1
Years to be Elected: 2027, 2030, 2033, 2036
- b. Regional Vice President Position #2 – Selected from State Group 2
Years to be Elected: 2028, 2031, 2034, 2037
- c. Regional Vice President Position #3 – Selected from State Group 3
Years to be Elected: 2029, 2032, 2035, 2038

C. Additional Considerations

- a. No state may succeed itself on the ICMA Board (there should be a minimum one-year gap for any state's representation on the board), unless there is no qualified candidate from another state in the eligible State Group, or there is a single state within the eligible State Group.

- b. Except for the ICMA President, President-Elect, and Immediate Past President, there shall not be more than one person from the same state serving on the Executive Board at the same time, unless there is no qualified candidate during the nomination cycle. This restriction would not apply to an existing board member in their second or third term year who accepts a new position in a different state.

6. Process for Amending Regional Nominating Agreement

Any proposed amendments to this Regional Agreement will be considered at a virtual meeting of the state presidents and state secretariats of the region, set for a mutually agreeable date and made available for review at least 60 days in advance of that event. Approval shall require a vote of two-thirds of the state associations in the region affiliated with ICMA to amend the agreement and if approved, shall be submitted to the ICMA Executive Board for final ratification. Amendments become effective no sooner than the following nominations cycle.

This agreement shall remain in effect unless amended in accordance with the process described above or superseded by a new agreement following the review of regions by the Executive Board as specified in section 5.A.

Adopted by the Western Region: May 8, 2026.