

**ICMA WEST COAST REGIONAL NOMINATING COMMITTEE PROCESS FOR  
IDENTIFICATION AND SELECTION OF NOMINEES FOR ICMA VICE PRESIDENT  
ADOPTED APRIL 6, 2012; Renewal made evergreen by the Board September 2015;  
Revisions adopted by the Board June 2020**

WEST COAST REGION

This agreement shall serve as a written understanding between ICMA (International City/County Management Association) and the 4 State Associations in the Region establishing a process for selecting candidates to be nominated to serve as the Region's ICMA Vice-Presidents and regional protocols for the rotation of nominees between states.

Association/ICMA Commitment

The processes outlined in this agreement are intended to reflect the mutual commitment between ICMA and the State Associations to identify motivated and qualified members to serve on the ICMA Executive Board. The agreement also works to ensure equal opportunity within the region for all states to be represented, with the goal of achieving a balanced executive board that represents the local government management profession and those served by it.

To fulfill this commitment, state associations in the region will be proactive in identifying candidates and grooming future candidates by:

- Encouraging members within their state associations to become members of ICMA.
- Encouraging members within their state associations to begin service to ICMA through task forces and committees 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 Board and plan for appropriate opportunities to represent their state on the board.
- Recruiting talented minorities and women into local government and into membership in state associations and ICMA.

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

- Conduct annual outreach, education, and training on the regional nominations process for state presidents.
- Coordinate all aspects of the process to support candidates and the Regional Nominating Committees.
- Promote service on the ICMA Board to members.
- Solicit and process nominations.

State Associations

The following states are included in ICMA's West Coast region: Alaska, California, Hawaii, Nevada, Oregon, Washington.

The following state associations have affiliation agreements with ICMA: Cal-ICMA, Nevada, Oregon, Washington.

Regional Nominating Committees

1. A Regional Nominating Committee will be appointed each year for the purpose of interviewing and selecting the candidate for ICMA Vice-President to be presented on the

ballot for member consideration. Each Regional Nominating Committee will be composed of:

- The president of each primary state association that has an affiliation agreement with ICMA or his/her designee.
- A representative in the region from NFBPA, LGHN, League of Women in Government, and NACA. Each of these national affiliate organizations has the opportunity to appoint a representative in the region to the Committee.
- The ICMA President or his or her designee from the ICMA Executive Board.

All members of the Committee must be Corporate (voting) Members of ICMA.

2. The Senior Regional Vice President, in consultation with the two other vice presidents, will select the chair from a state not in the geographical rotation for that round nor from a state represented on the ICMA Executive Board by a Regional Vice President. The Senior Vice President has the responsibility to orient and prepare the Chair for the interview process.
3. Regional Nominating Committees will interview candidates annually at their Regional Conference or virtually and will select the nominee for their region within the timeframe established by the ICMA Executive Board.
4. Regional Nominating Committees will follow the ICMA Executive Board's policy to select a nominee who will provide a balanced board that represents the profession and those served by it. The committees will use the following criteria, established by the board, to evaluate candidates:
  - Experience in local government;
  - Service to ICMA and its affiliates;
  - Diversity in the nominees and the continuing board members with whom they will serve in terms of race, ethnicity, gender, and age. (Acknowledging that ICMA will continue to monitor other membership demographics such as population size, jurisdiction type, form of government);
  - Demonstration of ethical behavior;
  - Support for the profession via work with ICMA, state/affiliate organizations or other organizations;
  - Commitment to follow the election guidelines;
  - Quality or caliber for board service; and,
  - Participation in ICMA's Voluntary Credentialing Program, if eligible.
5. Regional Nominating Committees will only consider candidates who meet the requirements and expectations of ICMA for board members and who submit the 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 resume
6. Regional Nominating Committees will interview any candidate that has been endorsed by a state and/or affiliate association, or is self-nominated. Individual state associations are encouraged to submit more than one candidate for consideration. The individual who is selected by the Regional Nominations Committee will appear on the ICMA ballot as the Region's endorsed candidate. A candidate who is not nominated by the Committee to proceed to the ballot may appear on the ballot only if they submitted a petition signed by 15 Corporate members at the time of their application.

7. Regional Nominating Committees will abide by the schedule and guidelines established by the ICMA Executive Board.

#### Geographical Protocol

8. To achieve representational balance in the region, the following rotation system has been agreed upon in the West Coast:

The rotation system among the states in the West Coast Region shall be established according to the following assignment of states:

- a. State Group "A" – Alaska, Hawaii, Nevada, Oregon, and Washington.
- b. State Group "B" – California

Vice Presidential positions shall be nominated according to the following rotation:

- a. Vice President Position #1  
Selected from: State Group "A"  
Years to be Elected: 2019, 2022, 2025
- b. Vice President Position #2  
Selected from: State Group "B"  
Years to be Elected: 2018, 2021, 2024
- c. Vice President Position #3 (Non-CEO Position)  
Open to all qualified individuals in the West Coast Region  
Years to be Elected: 2020, 2023, 2026

#### Additional Considerations

9. ICMA will provide 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. ICMA will provide staffing for the nominations process.
10. Regional Nominating Committees will be asked to provide feedback annually to the ICMA Executive Board with their assessment of the selection process for that year and with any suggestions for changes to the nominations guidelines.
11. In September 2015, the ICMA Executive Board eliminated any fixed date for renewal, relying on the process outlined below for any changes.

Any proposed amendments to the agreement will be considered at a Regional Conference or via a virtual meeting set for a mutually agreeable date and made available for review by the state associations at least 60 days in advance of that event. Amendments would be effective no sooner than the following nominations cycle. Approval shall require a vote of two-thirds of the state associations affiliated with ICMA to amend the agreement. If no amendments are offered or approved, the agreement will automatically continue.