



**Local Agency
Formation Commission
of Santa Clara County**
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

Commissioners
Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill
Executive Officer
Neelima Palacherla

LAFCO SPECIAL MEETING

Chairperson: Rosemary Kamei ▪ Vice Chairperson: Yoriko Kishimoto

San Jose City Hall, 17th Floor, City Manager's Conference Room (#T-1734)
200 East Santa Clara Street, San Jose

AUGUST 28, 2026 ▪ 9:30 AM

AGENDA

1. ROLL CALL

2. PUBLIC COMMENTS

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. Speakers are limited to THREE minutes. All statements that require a response will be referred to staff for reply in writing.

3. CALAFCO RELATED ACTIVITIES

3.1 Nominations to the CALAFCO Board of Directors

Recommended Action: Nominate interested commissioners and provide further direction to staff, as necessary.

3.2 Designate Voting Delegate and Alternate for 2026 CALAFCO Board of Directors Election

Recommended Action: Appoint a voting delegate and an alternate voting delegate for the 2026 CALAFCO Board of Directors Election.

4. ADJOURN

PUBLIC ACCESS AND PARTICIPATION

This meeting will be held in person at the location listed above.

PUBLIC COMMENT INSTRUCTIONS

Written Public Comments may be submitted by email to LAFCO@ceo.sccgov.org. Written

comments will be distributed to the Commission and posted to the agenda on the LAFCO website as quickly as possible but may take up to 24 hours.

Spoken public comments may be provided in-person at the meeting. Persons who wish to address the Commission on an item are requested to complete a Request to Speak Form and place it in the designated tray near the dais. Request to Speak Forms must be submitted prior to the start of public comment for the desired item. For items on the Consent Calendar or items added to the Consent Calendar, Request to Speak Forms must be submitted prior to the call for public comment on the Consent Calendar. Individual speakers will be called to speak in turn. Speakers are requested to limit their comments to the time limit allotted.

NOTICE TO THE PUBLIC

- Pursuant to Government Code §84308, no LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party, or a party's agent; or any participant or the participant's agent if the commission knows or has reason to know that the participant has a financial interest, while a LAFCO proceeding is pending, and for 12 months following the date a final decision is rendered by LAFCO. Prior to rendering a decision on a LAFCO proceeding, any LAFCO commissioner who received a contribution of more than \$500 within the preceding 12 months from a party or participant shall disclose that fact on the record of the proceeding. If a commissioner receives a contribution which would otherwise require disqualification returns the contribution within 30 days from the time the commissioner knows or should have known, about the contribution and the proceeding, the commissioner shall be permitted to participate in the proceeding. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$500 within the preceding 12 months by the party, or the party's agent, to a LAFCO commissioner. For forms, visit the LAFCO website at www.santaclaralafco.org. No party, or the party's agent and no participant, or the participant's agent, shall make a contribution of more than \$500 to any LAFCO commissioner during the proceeding and for 12 months following the date a final decision is rendered by LAFCO.
- Pursuant to Government Code Sections 56100.1, 56300, 56700.1, 57009 and 81000 et seq., any person or combination of persons who directly or indirectly contribute(s) a total of \$1,000 or more or expend(s) a total of \$1,000 or more in support of or in opposition to specified LAFCO proposals or proceedings, which generally include proposed reorganizations or changes of organization, may be required to comply with the disclosure requirements of the Political Reform Act (See also, Section 84250 et seq.). These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. More information on the scope of the required disclosures is available at the website of the FPPC: www.fppc.ca.gov. Questions regarding FPPC material, including FPPC forms, should be directed to the FPPC's advice line at 1-866-ASK-FPPC (1-866-275- 3772).
- Pursuant to Government Code §56300(c), LAFCO adopted lobbying disclosure requirements which require that any person or entity lobbying the Commission or Executive Officer in regard to an application before LAFCO must file a declaration prior to the hearing on the LAFCO application or at the time of the hearing if that is the initial contact. In addition to submitting a declaration, any lobbyist speaking at the LAFCO hearing must so identify themselves as lobbyists and identify on the record the name of the person or entity making payment to them. Additionally, every applicant shall file a declaration under penalty of perjury listing all lobbyists that they have hired to influence the action taken by LAFCO on their application. For forms, visit the LAFCO website at www.santaclaralafco.org.

- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the LAFCO Office, 777 North First Street, Suite 410, San Jose, California, during normal business hours. (Government Code §54957.5.)
- In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the LAFCO Clerk 24 hours prior to meeting at (408) 993- 4709.



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ITEM # 3

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer
Neelima Palacherla

LAFCO MEETING: **August 28, 2026**

TO: **LAFCO**

FROM: **Neelima Palacherla, Executive Officer**
 Emmanuel Abello, Analyst

SUBJECT: **CALAFCO RELATED ACTIVITIES**

3.1 NOMINATIONS TO THE CALAFCO BOARD OF DIRECTORS

Recommendation

Nominate interested commissioners and provide further direction to staff, as necessary.

Discussion

The 2026 CALAFCO Board of Directors election marks the implementation of the updated Board structure that was approved by the CALAFCO membership in February 2026. The following changes apply to the 2026 election:

- All Board seats will be open for election.
- Board seat type distinctions (such as cities, county, special districts, public) have been eliminated.
- Executive Officers are eligible to serve as Board members if elected.
- Candidates must declare whether they are running for a one-year term or a two-year term.
- Candidates may only run for one term category.
- Each of the 4 CALAFCO regions will elect four members to the Board. Two members will serve an initial one-year term, and two members will serve an initial two-year term. (Santa Clara LAFCO is part of the Coastal Region.)

The deadline to submit nominations is Friday, September 4th. **Attachment A** includes the 2026 CALAFCO Board Elections memo. Any LAFCO commissioner or alternate commissioner of a CALAFCO Member LAFCO is eligible to run for a Board seat within their CALAFCO region.

Chair Kamei has expressed interest in serving on the CALAFCO Board for a two-year term. She is a current member of the CALAFCO Board of Directors.

Serving on the CALAFCO Board is a unique opportunity to work with other LAFCO professionals throughout the state on legislative, fiscal and operational issues that affect

LAFCOs, counties, cities, and special districts. The 2027 CALAFCO Board Calendar calls for the Board of Directors to meet six times during the year.

3.2 DESIGNATE VOTING DELEGATE AND ALTERNATE FOR 2026 CALAFCO BOARD OF DIRECTORS ELECTION

Recommendation

Appoint a voting delegate and an alternate voting delegate for the 2026 CALAFCO Board of Directors Election.

Discussion

Elections for the CALAFCO Board of Directors will occur on Thursday, October 22, 2026 at CALAFCO's Annual Conference at the Sheraton Grand Hotel in Sacramento. Each LAFCO must designate a voting delegate and alternate who is authorized to vote on behalf of their LAFCO. The deadline to name the voting delegate and alternate is likewise on Friday, September 4, 2026.

ATTACHMENT

Attachment A: Memo from CALAFCO titled "2026 CALAFCO Board of Directors Election Now Open" (dated July 1, 2026)

DATE: July 1, 2026

TO: CALAFCO Member LAFCOs

FROM: Michelle McIntyre, Interim Executive Director

SUBJECT: 2026 CALAFCO Board of Directors Election Now Open

CALAFCO is pleased to announce that the **2026 Board of Directors election is now open.**

This year's election marks the implementation of the updated Board structure approved by the membership in February 2026 and begins the transition to staggered Board terms.

The following changes apply to the 2026 election:

WHAT'S NEW FOR THE 2026 ELECTION

- All Board seats will be open for election.
- Board seat type distinctions have been eliminated.
- Executive Officers are eligible to serve as Board members if elected.
- Candidates must declare whether they are running for a one-year term or a two-year term.
- Candidates may only run for one term category.

ELECTION OVERVIEW

Each region will elect four (4) members to the CALAFCO Board of Directors. To stagger terms, two positions in each region will serve an initial one-year term, and two will serve an initial two-year term.

Regional caucus elections will be held during the 2026 CALAFCO Annual Conference in Sacramento on Thursday, October 22, 2026, beginning at 8:00 a.m.

Candidates nominated during the nomination period will appear on the ballot in the order their completed nomination forms are received. Additional nominations may be accepted from the floor during the regional caucus in accordance with the CALAFCO Policies & Procedures.

Voting delegates, absentee ballots, and all election procedures will be conducted in accordance with the CALAFCO Policies & Procedures. A majority vote is required. If no candidate receives the required majority, runoff elections will be conducted in accordance with the CALAFCO Policies & Procedures.

KEY ELECTION DATES:

- **Nomination Period Opens:** Wednesday, July 1, 2026
- **Nomination Deadline:** No later than 5:00 p.m. on Friday, September 4, 2026
- **Voting Delegate Names Due:** No later than 5:00 p.m. on Friday, September 4, 2026
- **Candidate Orientation (virtual):** 10:00 a.m. on Thursday, September 10, 2026.
- **Electronic/Absentee Ballot Deadline:** No later than 5:00 p.m. on Tuesday, September 22, 2026.
- **Election Committee Report Released:** Thursday, October 8, 2026
- **Regional Caucus Elections:** Thursday, October 22, 2026, at 8:00 a.m.
- **Annual Business Meeting:** Thursday, October 22, 2026, at 9:00 a.m.

2026 ELECTION COMMITTEE MEMBERS

Committee Member	LAFCO	Region	Email	Phone No.
Gary Thompson	Riverside	Southern	gthompson@lafco.org	(951) 369-0631
Shannon Costa	Butte	Northern	scosta@buttecounty.net	(530) 552-5820
José Henríquez	Sacramento	Central	henriquezj@saclafco.org	(916) 874-6458
Neelima Palacherla	Santa Clara	Coastal	neelima.palacherla@ceo.sccgov.org	(408) 993-4705

SUBMITTING NOMINATION MATERIALS:

Please submit completed nomination materials by email to mmcintyre@calafco.org or by mail to:

1451 River Park Drive, Suite 185
Sacramento, CA 95815

1. Candidate Nomination Form
2. Candidate Information & Statement Form
3. Election Timeline
4. Guide to the CALAFCO Board of Directors Election Process
5. 2026 CALAFCO Voting Delegate Authorization Form
6. Roles and Responsibilities of a CALAFCO Board Member
7. 2027 Board Meeting Schedule
8. Regional Map and Member LAFCOs by Region

THE FOLLOWING MATERIALS ARE ENCLOSED:

Please distribute this announcement and the accompanying election materials to your Commissioners and Executive Officer.

Thank you for your attention to this important election process and for your continued participation in CALAFCO. If you have any questions, please don't hesitate to contact me.

Sincerely,
Michelle McIntyre

2026 CALAFCO BOARD OF DIRECTORS CANDIDATE

Nomination Form

[To be completed by both the Member LAFCO making the nomination AND the Nominee]

This form is to be used by CALAFCO Member LAFCOs to nominate candidates for the 2026 CALAFCO Board of Directors election.

Candidates should reserve Thursday, September 10, 2026, at 10:00 a.m. for the required virtual Candidate Orientation.

NOMINATION DEADLINE:

Completed nomination materials must be received no later than 5:00 p.m. on Friday, September 4, 2026.

1 - Election Information

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

Term Category Sought:

☐ One-Year Term ☐ Two-Year Term

Candidates may seek election to only one term category.

2 - Candidate Information

Candidate Name: _____

Title/Position: _____

Member LAFCO: _____

Mailing Address: _____

Phone: _____

Email: _____

3 - Candidate Eligibility and Board Expectations

Candidate Eligibility

- ☐ I certify that I am eligible to serve on the CALAFCO Board of Directors consistent with the CALAFCO Bylaws and Policies & Procedures.
- ☐ I certify that I am affiliated with a CALAFCO Member LAFCO.
- ☐ I certify that I am eligible to seek election within the region identified above.

Board Expectations

- ☐ I understand that Board members are expected to actively participate in Board meetings, committee assignments, CALAFCO conferences, and other Board responsibilities.
- ☐ I understand that candidates are expected to participate in the virtual Candidate Orientation scheduled for Thursday, September 10, 2026, at 10:00 a.m.
- ☐ I understand that Board members have a responsibility to serve the interests of CALAFCO and the statewide LAFCO community.
- ☐ I understand that newly elected Directors begin their terms on December 1, 2026, consistent with the CALAFCO Bylaws.

4 – Candidate Acceptance

- ☐ I accept this nomination for the CALAFCO Board of Directors.

Candidate Signature: _____

Date: _____

5 – Member LAFCO Certification

Name: _____

Title: _____

Member LAFCO: _____

Signature: _____

Date: _____

As Chair, I certify that this nomination has the support of our LAFCO. If elected, our LAFCO is committed to supporting the nominee in fulfilling the responsibilities of serving on the CALAFCO Board.

6 – Submission Instructions

Both the Candidate Nomination Form (Attachment 1) and the Candidate Information & Statement Form (Attachment 2) must be received no later than 5:00 p.m. on Friday, September 4, 2026. Pursuant to the CALAFCO Policies and Procedures, nomination materials received after the deadline will be returned marked "Received too late for Election Committee action."

SUBMITTING NOMINATION MATERIALS:

Please submit completed nomination materials by email to mmcintyre@calafco.org or by mail to:
1451 River Park Drive, Suite 185, Sacramento, CA 95815

Questions regarding the nomination or election process are welcome and may be directed to the CALAFCO Executive Director or members of the Election Committee.

2026 CALAFCO Board of Directors Candidate Information and Statement Form

[To be submitted with Candidate Nomination Form]

This form is to be completed by candidates seeking election to the 2026 CALAFCO Board of Directors. Information provided on this form, including the candidate statement and any submitted photograph, may be included in the election materials distributed to Member LAFCOs and voting delegates.

Candidates should reserve Thursday, September 10, 2026, at 10:00 a.m. for the required virtual Candidate Orientation.

1. Election Information

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

Term Category Sought:

☐ One-Year Term ☐ Two-Year Term

Candidates may seek election to only one term category.

2. Candidate Information

Candidate Name: _____

Title/Position: _____

Member LAFCO: _____

Mailing Address: _____

Phone: _____ Email: _____

3. Professional and LAFCO Background

Please provide a summary of your professional experience, current position, involvement with LAFCOs, and participation in CALAFCO activities-maximum 250 words.

4. Candidate Statement

5. Board Expectations

- ☐ I understand that Board members are expected to actively participate in Board meetings, committee assignments, CALAFCO conferences, and other Board responsibilities.
- ☐ I understand that Board members have a responsibility to serve the interests of CALAFCO and the statewide LAFCO community.
- ☐ I understand that Directors elected in 2026 begin their terms on December 1, 2026, consistent with the CALAFCO Bylaws.

6. Photo Submission (Optional)

- ☐ I have attached a photo for use in election materials.

Candidates are encouraged to submit a recent headshot for inclusion in the election materials, if available.

7. Candidate Signature

Signature: _____ Date: _____

8. Submission Instructions

Both the Candidate Nomination Form (Attachment 1) and the Candidate Information & Statement Form (Attachment 2) must be received no later than 5:00 p.m. on Friday, September 4, 2026. Pursuant to the CALAFCO Policies and Procedures, nomination materials received after the deadline will be returned marked "Received too late for Election Committee action."

Submitting Nomination Materials:

Please submit completed nomination materials by email to mmcintyre@calafco.org or by mail to:
1451 River Park Drive, Suite 185, Sacramento, CA 95815

Questions regarding the nomination or election process are welcome and may be directed to the CALAFCO Executive Director or members of the Election Committee.

2026 CALAFCO Board of Directors Election Timeline

The following timeline summarizes the key dates and deadlines for the 2026 CALAFCO Board of Directors election process. Unless otherwise noted, all deadlines are final.

Date	Election Milestone
Wednesday, July 1, 2026	Nomination Period Opens - Candidate nomination materials become available, and the nomination period begins.
Friday, September 4, 2026 <i>No later than 5:00 p.m.</i>	Nomination Deadline - Candidate Nomination Form (Attachment 1), Candidate Information and Statement Form (Attachment 2), and the Voting Delegate Authorization Form must be received by CALAFCO no later than 5:00 p.m.
Thursday, September 10, 2026 <i>At 10:00 a.m.</i>	Virtual Candidate Orientation - Candidates are required to participate in the virtual Candidate Orientation.
Tuesday, September 22, 2026 <i>No later than 5:00 p.m.</i>	Electronic/Absentee Ballot Deadline - CALAFCO must receive electronic absentee ballots by this deadline.
Thursday, October 8, 2026	Election Committee Report Released - The Election Committee Report is distributed to Member LAFCOs and voting delegates.
Thursday, October 22, 2026 <i>At 8:00 a.m.</i>	Regional Caucus Elections - Voting delegates elect Directors representing each CALAFCO region.
Thursday, October 22, 2026 <i>At 9:00 a.m.</i>	Annual Business Meeting - Election results are announced to the membership, and newly elected Directors are introduced.
Tuesday, December 1, 2026	New Directors Take Office - Directors elected during the 2026 election officially begin their terms in accordance with the CALAFCO Bylaws.

Questions:

Questions regarding the election process may be directed to the CALAFCO Executive Director or members of the Election Committee.



Introduction

This guide summarizes the procedures governing the 2026 CALAFCO Board of Directors election, including voting procedures and the determination of election results. In the event of any conflict between this guide and the CALAFCO Bylaws or Policies & Procedures, the CALAFCO Bylaws and Policies & Procedures shall govern.

1. Voting Delegates

Each CALAFCO Member LAFCO is responsible for designating **one Voting Delegate** and may also designate **one Alternate Voting Delegate** to represent the Member LAFCO during the CALAFCO Board of Directors election.

The Voting Delegate and Alternate Voting Delegate must be an Officer of the Member LAFCO designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel. The Voting Delegate is authorized to cast the Member LAFCO's ballot during the Regional Caucus Election. If the designated Voting Delegate is unable to serve, the Alternate Voting Delegate may vote in their place.

Each Member LAFCO is entitled to one vote and may cast its ballot only within the CALAFCO region in which it is located.

The completed **Voting Delegate Authorization Form** must be received by CALAFCO no later than the deadline identified in **Attachment 3 - Election Timeline**. Member LAFCOs may revise their Voting Delegate or Alternate Voting Delegate designation at any time before the submission deadline. Once the deadline has passed, no changes may be made to the designated Voting Delegate or Alternate Voting Delegate.

Proxy voting is not permitted.

2. Voting Procedures

A. Regional Caucus Elections

Regional Caucus Elections are conducted during the CALAFCO Annual Conference. Each CALAFCO region meets separately to elect its representatives to the CALAFCO Board of Directors. The Regional Caucus Election is conducted as follows:

- Authorized Voting Delegates and Alternate Voting Delegates receive their voting credentials and ballots at conference registration.
- The Election Committee convenes the Regional Caucus and reviews the election procedures.
- The Election Committee presents the Election Committee Report.
- The Election Committee calls for additional nominations from the floor in accordance with the CALAFCO Policies & Procedures.
- Following the close of nominations, the Election Committee conducts a Candidates Forum. Candidates nominated from the floor respond to the candidate questions and are provided an opportunity to make a brief statement. Candidates who are unable to attend may designate a representative from their region to respond to the candidate questions and make a brief statement on their behalf.
- Only the designated Voting Delegate, or the designated Alternate Voting Delegate acting in place of the Voting Delegate, may cast a ballot.
- Voting is conducted by secret ballot.
- Ballots are collected and counted by the Election Committee.
- Following certification by the Election Committee, election results are announced during the Annual Business Meeting.

B. Electronic/Absentee Voting

Member LAFCOs that are unable to send an authorized Voting Delegate to the Regional Caucus Election may request an electronic ballot in accordance with the CALAFCO Policies & Procedures.

The electronic ballot process is conducted as follows:

- A Member LAFCO must designate its Voting Delegate using the Voting Delegate Authorization Form by the deadline identified in Attachment 3 - Election Timeline.
- A Member LAFCO requesting an electronic ballot must submit its request to CALAFCO in accordance with the CALAFCO Policies & Procedures.
- Completed electronic ballots must be received by CALAFCO no later than the deadline identified in Attachment 3 - Election Timeline.
- Member LAFCOs voting by electronic ballot may vote only for the candidates identified on the ballot and may not participate in any run-off election.
- If a Member LAFCO that requested an electronic ballot is subsequently able to send its designated Voting Delegate to the Regional Caucus Election, the Member LAFCO may discard its electronic ballot and vote in person during the Regional Caucus Election in accordance with the CALAFCO Policies & Procedures.

3. Determining Election Results

Election results are determined in accordance with the CALAFCO Bylaws and Policies & Procedures as follows:

- A candidate must receive a majority of the votes cast to be elected.
- If no candidate receives the required majority, one or more run-off elections may be conducted in accordance with the CALAFCO Policies & Procedures.
- If a tie remains after the final run-off election, the tie is resolved by a draw of lots in accordance with the CALAFCO Policies & Procedures.
- Following certification by the Election Committee, election results are announced during the Annual Business Meeting.
- Directors elected during the Regional Caucus Elections begin their terms on December 1, 2026, in accordance with the CALAFCO Bylaws.

4. Frequently Asked Questions

WHO MAY SERVE AS A VOTING DELEGATE OR AN ALTERNATE VOTING DELEGATE?

The Voting Delegate or Alternate Voting Delegate must be an **Officer of the Member LAFCO** designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel.

CAN A MEMBER LAFCO CHANGE ITS VOTING DELEGATE OR ALTERNATE VOTING DELEGATE AFTER SUBMITTING THE VOTING DELEGATE AUTHORIZATION FORM?

Yes. A Member LAFCO may change its Voting Delegate or Alternate Voting Delegate at any time before the submission deadline identified in Attachment 3 - Election Timeline. After the deadline, no changes may be made.

MAY NOMINATIONS BE MADE FROM THE FLOOR DURING THE REGIONAL CAUCUS ELECTION?

Yes. Additional nominations may be made from the floor by a Member LAFCO in good standing in accordance with the CALAFCO Policies & Procedures.

WHAT HAPPENS IF MY MEMBER LAFCO IS UNABLE TO SEND A VOTING DELEGATE TO THE REGIONAL CAUCUS ELECTION?

A Member LAFCO may request an electronic ballot in accordance with the CALAFCO Policies & Procedures. Electronic ballots include only the candidates listed in the Election Committee Report and may not be used in any run-off election.

WHO SHOULD I CONTACT IF I HAVE QUESTIONS REGARDING THE ELECTION PROCESS?

Questions regarding the election process may be directed to the CALAFCO Executive Director or the Election Committee.

2026 CALAFCO VOTING DELEGATE

Authorization Form

Each CALAFCO Member LAFCO is responsible for designating one Voting Delegate and may also designate an Alternate Voting Delegate to represent the Member LAFCO in the 2026 CALAFCO Board of Directors election.

To participate in the **2026 CALAFCO Board of Directors election**, each **Member LAFCO** must submit a **Voting Delegate Authorization Form**, regardless of whether it is submitting a candidate nomination.

The Voting Delegate and Alternate Voting Delegate must be an Officer of the Member LAFCO, as designated in writing by the Member LAFCO. Under the CALAFCO Bylaws, an Officer of a Member LAFCO includes a regular Commissioner, alternate Commissioner, Executive Officer, Deputy Executive Officer, Legal Counsel, or Deputy Legal Counsel.

DEADLINE:

This form must be received by CALAFCO no later than **5:00 p.m. on Friday, September 4, 2026**. Member LAFCOs may revise their Voting Delegate or Alternate Voting Delegate designation at any time before the submission deadline. After the deadline, no changes may be made.

1 - Member LAFCO Information

Member LAFCO: _____

CALAFCO Region:

☐ Northern Region ☐ Central Region ☐ Coastal Region ☐ Southern Region

2 - Voting Delegate

Name: _____

Title/Position: _____

Phone: _____

Email: _____

3 - Alternate Voting Delegate

Member LAFCO: _____

Title/Position: _____

Phone: _____

Email: _____

4 - Electronic Ballot Request

- ☐ **Our Member LAFCO requests an electronic ballot because it is unable to send its designated Voting Delegate to the Regional Caucus Election.**

Member LAFCOs requesting an electronic ballot are subject to the CALAFCO Bylaws and Policies & Procedures governing electronic voting. Additional information is available in **Attachment 4 - Guide to the CALAFCO Board of Directors Election Process**.

5 - Authorization

The Member LAFCO identified above hereby authorizes the individuals listed on this form to serve as its Voting Delegate and, if applicable, its Alternate Voting Delegate for the 2026 CALAFCO Board of Directors election.

Only the designated Voting Delegate or the designated Alternate Voting Delegate, acting in place of the Voting Delegate, may cast the Member LAFCO's ballot during the Regional Caucus Election.

Proxy voting is not permitted. Only the designated Voting Delegate or the designated Alternate Voting Delegate, acting in place of the Voting Delegate, may cast the Member LAFCO's ballot during the Regional Caucus Election.

Authorized by the Member LAFCO

Name: _____

Title: _____

Signature: _____

Date: _____

6 - Submission Instructions

This form must be received by CALAFCO **no later than 5:00 p.m. on Friday, September 4, 2026**.
Submit completed forms electronically to: **mmcintyre@calafco.org**

OR

Mail completed forms to:

CALAFCO

1451 River Park Drive, Suite 185

Sacramento, CA 95815

Questions regarding the election process may be directed to the CALAFCO Executive Director or members of the Election Committee.

2027 CALAFCO Board Meeting Schedule

The following schedule reflects the 2027 CALAFCO Board meeting schedule approved by the Board of Directors and is provided to assist prospective candidates in understanding the anticipated meeting schedule for Board service. Meeting dates are subject to change by action of the Board of Directors.

Date	Meeting	Format
Friday, January 22, 2027	Regular Board Meeting	Hybrid
Thursday, February 25, 2027	Strategic Planning Workshop	In Person
Friday, February 26, 2027	Regular Board Meeting	Hybrid
Friday, May 14, 2027	Regular Board Meeting	Hybrid
Friday, August 27, 2027	Regular Board Meeting	Hybrid
Friday, October 22, 2027	Regular Board Meeting (Annual Conference)	In Person

Additional Information

- The Strategic Planning Workshop is held immediately before the February Regular Board Meeting.
- The October Regular Board Meeting is held in conjunction with the CALAFCO Annual Conference.
- Board members are also expected to participate in committee meetings and other Board activities throughout the year, as applicable to their committee assignments.
- Additional Board meetings or special meetings may be scheduled as necessary in accordance with the CALAFCO Bylaws and Policies & Procedures.

Roles and Responsibilities of a CALAFCO Board Member

Introduction

Serving on the CALAFCO Board of Directors is an opportunity to help guide the Association's leadership, legislative advocacy, educational programs, and long-term direction on behalf of LAFCOs throughout California.

Board members serve the interests of **CALAFCO and the statewide LAFCO community** and are expected to actively participate in Board meetings, committee assignments, and Association activities.

The following summary highlights the principal responsibilities and expectations of Board service. It is intended as a general overview and does not replace the CALAFCO Bylaws or Policies & Procedures. In the event of any conflict between this document and the CALAFCO Bylaws or Policies & Procedures, the CALAFCO Bylaws and Policies & Procedures shall govern.

General Participation

Board members are expected to support CALAFCO's mission and core values, serve as part of a unified governing body, and make decisions in the best interests of CALAFCO and the statewide LAFCO community.

Board members are expected to:

- Regularly attend and prepare for Board meetings.
- Participate actively in Board discussions and decision-making.
- Participate in establishing CALAFCO's strategic direction and organizational priorities.
- Serve on at least one CALAFCO Board committee.
- Attend the CALAFCO Annual Conference and participate in other Board meetings and Association activities, as appropriate.

Governance

Board members are expected to:

- Attend Board Member orientation provided by CALAFCO.
- Consider statewide interests and impacts when making Board decisions.
- Adhere to the CALAFCO Board Code of Ethics.
- Read, understand, and operate within the CALAFCO Bylaws and Policies & Procedures.

Communication

Board members are expected to:

- Communicate respectfully.
- Support consistent and accurate communication with CALAFCO membership.

Association Programs

Board members are expected to:

- Understand and encourage participation in CALAFCO programs and services, including the Associate Member Program.

Performance Evaluations

- Participate in the annual Board performance evaluation process.
- Participate in the annual evaluation of the Executive Director and Regional Officers, in accordance with the CALAFCO Policies & Procedures.
- Participate in the Board's annual review of CALAFCO's Strategic Plan.

Advocacy, Recruitment and Retention

Board members are expected to:

- Support CALAFCO's legislative advocacy efforts.
- Promote CALAFCO and encourage participation in Association programs and activities.
- Help strengthen awareness and understanding of CALAFCO and LAFCOs throughout California.

Finance

Board members are expected to:

- Review and understand CALAFCO's financial information and assist the Board in fulfilling its fiduciary responsibilities.

Board Committees

Board members are expected to serve on at least one Board committee. Committee assignments are made annually by the Board.

Standing committees currently include:

- Awards Committee
- Conference Committee
- Elections Committee
- Legislative Committee

Committee responsibilities and meeting schedules vary depending on the committee assignment.

Time Commitment

Board service includes regular participation in:

- Board meetings
- Committee meetings
- The CALAFCO Annual Conference
- Board Member orientation
- Other Board meetings and activities, as appropriate

The anticipated Board meeting schedule is included as **Attachment 7**.

Board Service

Serving on the CALAFCO Board of Directors is an opportunity to contribute to the continued success of CALAFCO and to the advancement of the statewide LAFCO community. Board members are expected to approach their responsibilities collaboratively and ethically, with a commitment to serving the best interests of CALAFCO and its membership.

FOUR REGIONS

