Advancing Excellence and Inclusiveness in Local Government

Board of Directors Meeting
November 1, 2019
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Join Zoom Meeting: https://zoom.us/j/541098131
Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
Meeting ID: 541 098 131

Agenda

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve
   1. Minutes for Board Meeting of October 4, 2019*
   2. Board Meeting Attendance Report for 2018/19*
   3. Financial Report through October 30, 2019*

C. UPDATE: 40th Anniversary of the Hispanic Field Service Program (see LGHN history at https://lghn.org/history/)

D. ACTION: Approve payment up to $2,500 for Searchable Directory on LGHN Website

E. STATUS REPORT: 2020 LGHN Conference Planning Kick-off*

F. Recap/Lessons Learned: 2019 ICMA Conference*

G. ICMA Executive Board Nominations for 2020*

H. DISCUSSION/UPDATES: LGHN Goals
   1. Membership
   2. Fundraising/Scholarship Program
   3. Career Advancement Program
   4. Professional Development
   5. University Partnerships

I. Future Board Meeting Agenda Items
   1. LGHN CY 2020 Annual Budget – December
   2. 2020 LGHN Conference Budget – December
   3. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
   4. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
   5. Government Alliance on Race and Equity (TBD)
   7. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
   8. Website Tracking
   9. Social Media Tracking
   10. Fundraising Status

*Supporting documents provided in board packet
J. Adjournment & Future Meeting Dates
   1. Friday, October 4, 2019 – LGHN Board Meeting
   2. October 20-23, 2019 – ICMA Conference, Nashville, TN
   3. Sunday, October 20, 2019 – LGHN Dinner at ICMA Conference
   4. November 1, 2019 – LGHN Board Meeting
   5. December 6, 2019 – LGHN Board Meeting (Ray Gonzales to chair the meeting)
   6. April 15-19, 2020 – NFBPA Conference, Austin, TX

*Supporting documents provided in board packet
Board Members Present
Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Claudia Lujan, Vice President for Career Ad.
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Paulina Martinez, At Large Director
Patricia Martel, Past ICMA President
Maria Hurtado, ICMA Board Liaison

Board Members Absent
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Prof. Dev.
Ramiro Inguanzo, At Large Director
Ramiro Salazar, Director At Large
James Vega, At Large Director

Others Present
Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome
Roll call was conducted, and eight voting members were present, a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve
1. Minutes for Board Meeting of August 2, 2019
2. Board Meeting Attendance Report for 2018/2019
3. Financial Report through August 31, 2019
Maria DeLeon moved approval of the consent agenda; Pat Martel seconded the motion; the motion was approved unanimously.

C. UPDATE: 40th Anniversary of the Hispanic Field Service Program
Frances Gonzalez provided background on the Federal funding for the Hispanic Field Service Program, which allowed for more than 140 individuals to get their graduate degrees. The organization LGHN started as a result of this program and the founding participants are planning to celebrate this program and President Carter’s role in it. Frances serves on a board with the co-executive leader of the Carter Institute and is working with him to plan an event at the institute and honor President Carter. The institute is looking at dates when the President will be available. She recommends that at least 2-3 LGHN board members attend. The overall contingent will be approximately 12-15 people. For future support of LGHN, Frances recommends the organization reach out to other national boards, including ICMA-RC and develop a working relationship with Deanna Santana. Pat Martel volunteered to contact Deanna.

D. UPDATE: Proposed Changes to ICMA Membership
Maria Hurtado briefed the board on the proposed changes to ICMA member which will allow associate members the opportunity to serve on regional nominating committees, vote, and serve on the ICMA executive board. Pat Martel and Ray Gonzales both emphasized that it will be necessary to state our position and be prepared to make the case at the ICMA conference in Nashville. Members are less comfortable discussion race than gender and age equity within the profession.
E. Potential Agreement: National Association of Hispanic Federal Executives  
Deferred.

F. UPDATE: ICMA Conference  
Karen Davis briefed the board on the issue of ICMA requiring LGHN, NFBPA and I-NAPA to pay for the Monday reception at ICMA and to reimburse ICMA for previous years. The groups agreed to pay for the reception going forward, but this year and previous years did not include this cost in the budget. The board agreed to invite NFBPA and I-NAPA to the start of the annual meeting to discuss the issue and ensure everyone is on the same page going forward [Note: ICMA subsequently agreed to pay through the current year and the groups would pay the cost going forward].  
Karen also updated the board on the dinner reservations and asked the board to continue their outreach.  
Karen was to follow up with potential sponsors and ask for their support for the dinner.

G. DISCUSSION/UPDATES: LGHN GOALS  
Career Advancement  
The first webinar is scheduled for October 17. LGHN will continue to promote the webinars. Austin will have one sign-in with multiple people participating. Each agreed to provide a roster of participants. Phoenix has a conflicting event but will share the recorded webinar with staff. Going forward, they will have one sign-in with multiple participants.

H. Good of the Order  
Claudia Lujan asked for an update of how many LGHN participants attended the Emerge Conference. Ray Gonzales sent one person and Rolando Fernandez attended and participated in a session. Karen Davis said the next conference is scheduled for February and will get information from NFBPA to promote the event earlier.

I. MEETING ADJOURNED
# 2018-2019 IHN Board of Directors
## Board Meeting Attendance

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<td>Maria Hurtado</td>
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<td>Maria De Leon</td>
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<td>Ramiro Inguanzo</td>
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<td>Claudia Lujan</td>
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- **Note:** Excused v. unexcused absences are not differentiated on the chart.
Local Government Hispanic Network  
Profit & Loss  
January 1 through October 29, 2019  
Cash Basis  
Ordinary Income/Expense

### Ordinary Income

#### Direct Public Support
- Individual Support: $20.00
- Corporate Support: $50,000.00
- Scholarship: $860.00
**Total Direct Public Support:** $50,880.00

#### Other Types of Income
- Advertising Sales: $17,850.00
- Miscellaneous Revenue: $1,650.00
**Total Other Types of Income:** $19,500.00

#### Program Income
- LGHN Dinner Registrations: $4,275.00
- Membership Dues
  - Individual: $4,385.00
  - Local Government: $17,250.00
  - Chapters: $7,750.00
  - Corporate: $2,250.00
**Total Membership Dues:** $31,635.00
- Conference Registration: $3,722.65
**Total Program Income:** $39,632.65

**Total Income:** $110,012.65

### Ordinary Expenses

#### Business Expenses
- Constant Contact: $412.06
- Business Registration Fees: $80.00
- PayPal Fees: $1,207.19
- Business Expenses - Other: $35.00
**Total Business Expenses:** $1,734.25

#### Contract Services
- Accounting Fees: $850.00
- Outside Contract Services: $54,113.74
**Total Contract Services:** $54,963.74

#### Operations
- Computer Software: $191.53
- Postage, Mailing Service: $56.80
- Printing and Copying: $250.00
- Supplies: $53.48
- Telephone, Telecommunications: $1,041.88
- Website: $5,795.40
**Total Operations:** $7,281.08
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<td><strong>Total Operations</strong></td>
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<td><strong>Other Types of Expenses</strong></td>
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<td>Board of Directors Retreat</td>
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<td>Retreat</td>
<td>131.32</td>
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<td>Travel</td>
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<td><strong>Total Board of Directors Retreat</strong></td>
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<td>Program Activities</td>
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<td>Catering</td>
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<td>Facility Rental</td>
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<td>Postage/Shipping</td>
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<td>Stipends and Speaker Fees</td>
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<td>Program Activities - Other</td>
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<td><strong>Total Program Activities</strong></td>
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<td>Special Projects</td>
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<td>Advertising/Marketing Expenses</td>
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<td>Insurance - Liability, D and O</td>
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<td>Contributions</td>
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<td>Other Costs</td>
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<td><strong>Total Other Types of Expenses</strong></td>
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<td>Travel and Meetings</td>
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<tr>
<td>Conf, Conv, Meeting-Nat’l</td>
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<tr>
<td><strong>Total Travel and Meetings</strong></td>
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<td><strong>Total Expense</strong></td>
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<td><strong>Net Ordinary Income</strong></td>
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<td><strong>Net Income</strong></td>
<td>14,507.21</td>
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<td>bank balance as of 10/29/19</td>
<td>79,792.64</td>
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2020 Biennial Conference Planning Committee
Meeting Notes – October 28, 2019

- Saturday track (potential): Latino Leadership Institute
- Crista Bruning, Adams County, to chair the marketing and communications aspects of the conference
- Ray has met with artists and will use a consortium of local artists to guide the development of artwork for the conference; preference is to communicate a message of hope and look to the future
- Samantha recommended a very diverse program that also focuses on local government service delivery as well and inclusiveness (not mutually exclusive); this will assist with justifying attendance at the conference
- Ray to provide Karen information from the Mountain Plains regional meeting and NACA meeting at ICMA; both groups brainstormed future discussion topics/sessions and will provide a start for discussing what sessions to have
- Members are asked to provide Karen with their preference for committees; all members can serve on any committee, including those that will be led by local members; it would be beneficial to have people who planned areas such as registration, events, technology, etc. at the Austin and Phoenix conference to provide their insights
- There should be a LGHN membership meeting on Thursday before the conference; this was well attended in Phoenix and encouraged members to get more involved with LGHN
- Suggestion that each chapter develop a session (can expand this to include NFBPA, NACA, etc.)
- Goal is to have theme, budget, artwork done by January and launch the conference at that time
2020 LGHN Conference Planning Master Plan

Committees for LGHN Member Participation

Program Committee
- Theme
- Session Topics
- Keynote Speakers
- Session Speakers/ Panels
- Moderators
- Program Schedule

Exhibitors
- Pricing
- Outreach/Marketing
- Layout to Maximize Exposure

Committees for Local Participation

Host Committee
- Logistics
  - Meeting Rooms
  - Signage/ Banners
- Tour/Demonstration Venues
  - Transportation
  - Guides
- Volunteers/ Assignments
- Spouse/ Partner Alternative Programs
- Bags/ Swag
- Local Fundraising Coordinator

On-site Registration
- Process
- Equipment
- Staffing
- Badges
- On-site Registration Process
- Extra Ticket Sales for Breakfast, Luncheons, Receptions

Events/Entertainment
- Breakfasts
- Luncheons
- Receptions
- Special Event (in lieu of golf tournament)

Technology
- Conference Program App
- Audio Visual Equipment for Sessions
- Survey Instrument (Real Time at Each Session?)

LGHN Executive Committee/Board

Finance
- Budget (LGHN Board/ Executive Committee)
- Invoicing/ Payments (LGHN Business Office)
- Fundraising Matrix
- Sponsorship packet
| July | August: Finalize hotel and dates Establish staff planning committee || Executive Committee review of contracts |
| --- | --- |
| **October:** Kick-off meeting in Adams County || Adams County staff preliminary training || Follow up with exhibitors at ICMA |
| **November:** Finalize sponsor marketing strategy (follow-up, tracking benefits, recognition, etc.) || Prepare sponsor packet || Identify local fundraiser || Prepare Packets and Contact Exhibitors |
| **September:** Board review / approval of hotel contract || Create "save the date" card for participants and exhibitors || Send invitation to membership || Set up committee structure |
| **December:** Submit budget for board review || Submit theme/logo |
### 2020 LGHN Conference Planning Calendar - Draft

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
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<tr>
<td></td>
<td>Finalize contracts (caterers, facilities, etc.)</td>
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<td>Identify potential educational sessions, field demos, special events</td>
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<tr>
<td><strong>April</strong>: Prepare full page and half page ads for PM Magazine</td>
<td><strong>May</strong>: Develop/test registration</td>
<td><strong>June</strong>: Open registration</td>
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<tr>
<td><strong>July</strong>: Confirm educational sessions, field demos, and special events</td>
<td><strong>August</strong></td>
<td><strong>September</strong>: Place second ad in PM Magazine</td>
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<tr>
<td><strong>October</strong>: Conference October 15-17, 2020 Hyatt Hotel Aurora / Adams County, CO</td>
<td><strong>November</strong></td>
<td><strong>December</strong></td>
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<td>Conference Planning Committee to submit post-</td>
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Recap/Lessons Learned at ICMA Conference

1. LGHN Dinner
   a. Suggestions for 2020 in Toronto
   b. Future sponsorships
2. Conference Sessions
   a. Feedback on 2019 sessions
   b. Coordination with NFBPA, I-NAPA, NACA, etc. for 2020 conference
3. Exhibit
4. Potential local government memberships from conference
   a. Wichita, KS (done)
   b. Arlington, TX
   c. Santa Clara, CA
   d. Dublin, CA
   e. Cutler Bay, FL
   f. Santa Fe, NM
   g. Bernalillo County, NM (Albuquerque)
   h. Williams, AZ
   i. Aurora, CO
   j. Boulder, CO
GEOGRAPHICAL PROTOCOLS FOR 2020

The following chart summarizes the geographical rotations and diversity profile for the 2019-2020 continuing board members. (excerpts from each of the U.S. regional agreements are provided after the chart.) The chart also shows the states/countries for outgoing regional vice presidents. Aside from the West Coast protocol and the Texas and California dedicated seats, regional agreements say that no state may succeed itself unless there are no other qualified candidates in the eligible group and that nominations should give preference to a state that is not represented by the continuing VPs and that has not been represented recently.

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<th>Regions:</th>
<th>NE</th>
<th>SE</th>
<th>MW</th>
<th>MP</th>
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<th>Intl</th>
<th>Leadership</th>
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<tr>
<td>Outgoing VP</td>
<td>CT</td>
<td>NC</td>
<td>IL</td>
<td>CO (Non-CEO position)</td>
<td>CA (Non-CEO position)</td>
<td>Canada</td>
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<tr>
<td>Continuing Board</td>
<td>MA, DE</td>
<td>VA, GA</td>
<td>MN, MO</td>
<td>TX, CO</td>
<td>CA, OR</td>
<td>New Zealand, Romania</td>
<td>CO, MA</td>
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<td>Population</td>
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<td>Type of government if other than city</td>
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<td>1F, 1 AA</td>
<td>1 F</td>
<td>1 F, 1 H, 1AS</td>
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<tr>
<td>Eligible states</td>
<td>Northern Tier (CT, ME, MA, NH, RI, VT) other than outgoing/continuing VPs</td>
<td>Northern Group (KY, NC, TN, VA, WV) other than outgoing/continuing VPs</td>
<td>State Group “B” (MI, IL, OH) other than continuing/outgoing VPs</td>
<td>Non-CEO seat: any state other than continuing/outgoing VPs</td>
<td>Non-CEO seat: any state other than continuing/outgoing VPs</td>
<td>Canada</td>
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**Northeast**

At any given time, the “traditional” Northeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a North/South rotation. The “Non-CEO” Northeast Vice President will not be included in this rotation, but will be subject to the other provisions of this protocol.

a. The Northern Tier will consist of the following states: Connecticut; Maine; Massachusetts; New Hampshire; Rhode Island; Vermont
b. The Southern Tier will consist of the following states: Delaware; District of Columbia; Maryland; New Jersey; New York; Pennsylvania

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

a. **Vice President Position #1**
Selected from the northern tier  
Years to be Elected: 2017, 2020, 2023

b. Vice President Position #2  
Selected from the southern tier  
Years to be Elected: 2016, 2019, 2022

c. Vice President Position #3 (Non-CEO Position)  
Open to all qualified individuals in the Northeast region  
Years to be Elected: 2018, 2021, 2024

The Non-CEO Vice President will not be subject to the North/South rotation, and may be from any state in the northeast region, subject only to the following requirements:

a. No state may succeed itself on the Board.
b. The Non-CEO shall not be from the same state as one of the “traditional” Northeast Vice-Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the Board. (If VP from State A is in his/her final year, the next person coming on the Board should not be from State A). Stated differently, there should be a minimum one-year gap for any state’s representation on the Board.

a. Exception: If there is not a qualified candidate from another state in the tier, a state may succeed itself.

No state in the region will be represented on the Board more than twice in any ten-year period unless there is not a qualified candidate from another state in the tier.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Executive Board most recently.

Southeast  
At any time, the “traditional” Southeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a north/south rotation. The non-CEO position will not be included in this rotation, but will be subject to other provisions of the protocol.

a. The northern group will consist of the following states: Kentucky; North Carolina; Tennessee; Virginia; West Virginia
b. The southern group will consist of the following states: Alabama; Florida; Georgia; Louisiana; Mississippi; South Carolina

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

Vice President Position #1  
Selected from the northern group  
Years to be Elected: 2017, 2020, 2023

Vice President Position #2  
Selected from the southern group  
Years to be Elected: 2016, 2019, 2022

Vice President Position #3 (Non-CEO Position)  
Open to all qualified individuals in the Southeast region  
Years to be Elected: 2018, 2021, 2024
The non-CEO Vice President will not be subject to the north/south rotation, and may be from any state in the southeast region, subject only to the following requirements:

a. No state may succeed itself on the Board.
b. The non-CEO shall not be from the same state as one of the “traditional” Southeast Vice Presidents, unless there is no other qualified candidate from the region.

Except as provided below, no State may succeed itself on the Board. (For example, if State A is in his/her final year, the next person coming on the Board should not be from State A). There shall be a minimum of a one-year gap for any state’s representative on the Board unless there is not a qualified candidate from another state in the group.

No state in the region will be represented on the Board more than twice within a 10 year period, unless there are no other qualified candidates.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Board in the past five (5) years.

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

- **State Group “A”** Minnesota, Missouri, Wisconsin, Iowa, Indiana
- **State Group “B”** Michigan, Illinois, Ohio

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

- **Vice President Position #1**
  - Selected by: State Grouping “A”
  - Years to be Elected: 2018, 2021, 2024

- **Vice President Position #2 Designated as Non-CEO Position**
  - Selected by: Not included in Rotation System.
  - Years to be Elected: 2016, 2019, 2022

- **Vice President Position #3**
  - Selected by: State Grouping “B”
  - Years to be Elected: 2017, 2020, 2023

The Non-CEO position shall not be from the same state as one of the “traditional” Midwest Regional Vice Presidents, unless there are no other qualified candidates from the region.

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 State Group.

No state in the region shall be represented on the ICMA Board more than twice in any ten-year period, unless there is no qualified candidate from another state in the State Group.

**Mountain Plains**
The rotation system among the states in the Mountain Plains Region shall be established according to the following assignment of states:
a. State Group “A” – Arizona, Arkansas, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, Utah and GOSCMA (representing Idaho, Montana, North Dakota, South Dakota, and Wyoming.)
b. State Group “B” – Texas

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: 2016, 2019, 2022
  b. Vice President Position #2  
     Selected from: State Group “B”  
     Years to be Elected: 2015, 2018, 2021
  c. Vice President Position #3 (Non-CEO Position)  
     Open to all qualified individuals in the Mountain Plains Region  
     Years to be Elected: 2014, 2017, 2020

For Vice President Positions #1 and #3, no state may succeed itself on the ICMA Board unless there is no qualified candidate from another state in the State Group. In addition, nominations should give preference to a state that is not represented on the ICMA Board when making its selection from among qualified candidates.

West Coast

The rotation system among the states in the West Coast Region shall be established according to the following assignment of states:
  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: 2016, 2019, 2022
  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: 2017, 2020, 2023