



Date: June 25, 2025

To: Local Agency Formation Commission Members and Alternate Members

From: Wendy Root Askew, Committee Chair
CALAFCO Board Election Committee / CALAFCO Board of Directors

RE: CALAFCO Board of Directors Nomination Period Now Open for 2025-2026

The Nomination period is now open for the fall elections of the CALAFCO Board of Directors for the following seats:

CENTRAL REGION	COASTAL REGION	NORTHERN REGION	SOUTHERN REGION*
City Member Public Member	City Member Public Member	County Member District Member	County Member

Please inform your Commission that the CALAFCO Election Committee will be accepting nominations for the above-cited seats until:

FRIDAY, SEPTEMBER 19, 2025

This is a critical transition time for CALAFCO and the Association is looking for Board members who are fully committed to moving the organization forward. While the work is challenging, requiring engagement, collaboration, dedication, and the ability to make difficult decisions, this time of transition creates ample opportunities for positive change and growth.

**Due to the pending departure of four of the LAFCOs in the Southern Region, the Executive Committee of the CALAFCO Board, along with the Election Committee, approved holding the two pending open seats in the southern region vacant for a one-year period (District and Public). The two remaining LAFCO Executive Officers in that region have also provided their approval. This decision is scheduled to be ratified by the full Board on July 25, 2025.*

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 us all. The Board meets four to five times each year. You will find the 2026 meeting calendar included in this nomination packet, and you are asked to commit to full attendance and participation. There is typically a hybrid option available for most meetings. However, strategic plan retreats and other meetings may be scheduled in-person and locations may alternate around the state. A job description is attached that more fully describes Director responsibilities and time commitment (which will be revised at some time in the next year).

Board terms span a two-year period, with no term limits, and any LAFCO commissioner or alternate commissioner is eligible to run for a Board seat. Elections will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 23, 2025 at the Wyndham Bayside Hotel, San Diego, California.

Please consider your desire to participate on the CALAFCO Board of Directors carefully. Especially during this time of transition, as it is an important commitment.

All candidates must:

- Have the support of their Commission;
- Have the support of their respective Executive Officer;
- Complete the Nomination Form and Candidate Form in their entirety; and
- Submit all required paperwork by the deadline.

All candidates are encouraged to attend a 1-hour candidate nomination orientation to be held virtually on Friday, September 5, 2025, at 9 a.m. Should you be interested, please notify Pamela Miller at pmiller@millermcg.com no later than Friday, August 29, 2025 at 3 p.m. and a meeting access link will be provided to you. Your Executive Officer is also strongly encouraged to attend with you.

All newly elected Board members and their Executive Officers are required to attend a Board Member Orientation between the election and the December 5, 2025 Board meeting. You will receive a one-to-one orientation either in person or virtually, depending upon your location. This must be completed prior to your first full Board meeting.

Should your Commission nominate a candidate, please return the completed Nomination Form and Candidate Form by the deadline. Completed nomination forms and all materials must be RECEIVED by CALAFCO by the deadline of September 19, 2025.

Electronic filing of nomination forms is *highly encouraged* to facilitate the recruitment process. Please email to info@calafco.org. However, hard copy forms and materials may also be mailed to:

Election Committee c/o Interim Executive Director
California Association of Local Agency Formation Commissions
1451 River Park Drive, Suite 185
Sacramento, CA 95815

Complete nomination packets received by the **September 19, 2025** deadline will be included in the Election Committee's Report that will be distributed to LAFCO members. Candidate names will be listed in the report, and on the ballot, in the order nominations are received. The Election Committee Report will be distributed no later than October 8, 2025, with ballots made available to Voting Delegates at the Annual Conference.

Nominations received after the deadline will be returned; however, nominations may be made from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a voting delegate to the Annual Meeting, an electronic ballot will be made available *if requested in advance*. **Ballot requests must also be received no later than Friday, September 19, 2025, with completed absentee ballots due to CALAFCO no later than Friday, October 17, 2025.**

2025 NOMINATION/ELECTION PROCESS DEADLINES AND TIMELINES

- **June 25** – Nomination Announcement and packet sent to LAFCO membership and posted on the CALAFCO website.
- **September 19** – Completed Nomination packet due @ 12 p.m.
- **September 19** – Request for an absentee/electronic ballot due @ 12 p.m.
- **September 19** – Voting delegate name due to CALAFCO @ 12 p.m.
- **October 8** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **October 8** – Distribution of requested absentee/electronic ballots.
- **October 17** – Absentee ballots due to CALAFCO @ 12 p.m.
- **October 23** - Elections

If you have any questions about the election process, please contact CALAFCO Transition Team Specialist Pamela Miller at pmiller@millermcg.com. Or you may contact the CALAFCO Interim Executive Director José Henríquez at jhenriquez@calafco.org or by calling 916-442-6536 and leaving a message.

Members of the 2025/2026 CALAFCO Election Committee are:

Wendy Root Askew, Committee Chair
(831) 883-7570

Monterey LAFCO (Coastal Region)
District4@countyofmonterey.gov

Gay Jones
(916) 874-6458

Sacramento LAFCO (Central Region)
h2ogay@pacbell.net

Steve Sanchez
(951) 369-0631

Riverside LAFCO (Southern Region)
ssanchez@laquintaca.gov

Paul Minchella
(916) 926-7793

Modoc LAFCO (Northern Region)
Pminchella@yahoo.com

To assist you in this consideration, included for your reference are the following documents:

- Nomination Form (to be completed and returned)
- Candidate Form (to be completed and returned)
- CALAFCO Board Member Job Description
- Board of Directors meeting calendar December 2025 through December 2026
- CALAFCO Board of Directors Nomination and Election Policies
- Current listing of Board Members and corresponding terms of office. The seats eligible for election this year are highlighted.

We sincerely hope you will consider joining us in making a difference for LAFCOs statewide, and for CALAFCO's future.



Board of Directors Nomination and Election Policies, Procedures and Forms

5.1 Board Nomination and Election Procedures

The procedures for nominations and election of CALAFCO Board [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.
- b. The Board Chair shall appoint one of the members of the Election Committee to serve as Election Committee Chair. The CALAFCO Executive Director shall either serve as staff to the Election Committee or appoint a Regional Officer to serve as staff in cooperation with the Executive Director.
- c. Each Regional Officer shall serve as staff liaison to the Election Committee specifically to assist in conducting the election as directed by the Executive Director and Committee.
- d. Goals of the Election Committee are to encourage and solicit candidates by region who represent member LAFcos across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFcos:

- a. No later than four months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFco for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFcos listed by region.
 - iii. The specific date by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFco marked "Received too late for Election Committee action."
 - iv. The names of the Election Committee members and the name of their LAFco, regional representation, email address and phone number. The name, email address and phone number of the Executive Director shall also be included.

- v. The email address and physical address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
 - vii. The specific date by which all voting delegate names are due.
 - viii. The specific date by which absentee ballots must be requested, the date CALAFCO will distribute the absentee ballots and the date by which they must be received by the Executive Director.
- b. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the Executive Director have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nomination period, the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated representatives. Caucus elections must be held prior to the annual membership meeting at the Conference. The assigned Regional Officers along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the Regional Officer and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference. Only the designated Voting Delegate, or the designated Alternate Voting Delegate shall be allowed to pick up the ballot packet at the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Advise the Executive Director to provide "VOTING DELEGATE" ribbons to all voting delegates attending the Annual Conference.
- g. Post the candidate statements/resumes organized by region on a bulletin board or other easily accessible location near the registration desk.
- h. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election and shall be assisted by a Regional Officer from a region other than their own, as assigned by the Executive Director.

- i. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING

Limited to the elections of the Board:

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing to the Executive Director no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the Executive Director no later than three working days prior to the annual meeting.
- e. LAFCos voting by electronic ballot may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee as noted on the ballot and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Presiding Officer shall:
 - i. Review the election procedure with the membership of their region.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 1. For city member.
 2. For county member.
 3. For public member.
 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy. If a candidate is absent from the regional caucus, they may ask someone in their region to make a brief statement on their behalf.
- e. The Presiding Officer shall then conduct the election:

- i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 1. Name the nominees and offices for which they are nominated.
 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 1. Poll the LAFCoS in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.
 4. With assistance from the Regional Officer, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 1. A majority of the total number of LAFCoS in a given region are required for a quorum. Returned absentee ballots shall count towards the total required for a quorum.
 2. The nominee receiving the majority of votes cast is elected.
 3. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).
 4. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names shall be listed on the ballot in the order the nomination was received and deemed complete.
- b. The Election Committee Chair shall announce and introduce all Board Members elected during the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.

- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new Board Members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

CALAFCO policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, 29 April 2011, 11 July 2014, 27 October 2017, 11 May 2018, 24 July 2020, 30 April 2021, 30 July, 2021, and 21 January, 2022. They supersede all previous versions of the policies.

CALAFCO's Four Regions



As of June 25, 2025, the LAFCOs in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Stephen Lucas
Butte LAFCO
slucas@buttecounty.net

After June 30:
Shannon Costa
Butte LAFCO
scosta@buttecounty.net

Southern Region

Imperial
Los Angeles*
Orange*
Riverside
San Bernardino*
San Diego*

CONTACT: Adriana Romo
Los Angeles LAFCO
aromo@lalafco.org

After June 30:
José Henriquez
Interim Executive Director
jhenriquez@calafco.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa*
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Joe Serrano
Santa Cruz LAFCO
joe@santacruzlafco.org

Central Region

Alpine
Amador
Calaveras
El Dorado*
Fresno
Inyo
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: José Henriquez
Sacramento LAFCO
henriquez@sacounty.net

LAFCOs noted with an asterisk () have provided CALAFCO official notice they will end their membership effective June 30, 2025.*

Date Received



Board of Directors
2025/2026 Nomination Form
(Must accompany the Candidate Form)

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCO of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual Membership Meeting of the Association. *As Chair, I attest that our LAFCO fully supports this Commissioner as a CALAFCO Board member. Further, I attest that our Executive Officer will support this Commissioner during their tenure on the CALAFCO Board.*

_____ LAFCO Chair

_____ Date

NOTICE OF DEADLINE

Nomination Packets must be received by **September 19, 2025** to be considered by the Election Committee.

Send completed nominations to info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



Board of Directors 2025/2026 Candidate Form

*(All sections and questions must be thoroughly answered)
Please attach your professional resume or vitae to this form.*

Nominated By: _____ LAFCO Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

PART ONE - LAFCO experience:

- How many years on your LAFCO?
- How many of your LAFCO meetings have you missed in the past 2 years?
- What are some examples of major projects, applications, or issues your LAFCO has undertaken/addressed during your tenure?

PART TWO - CALAFCO experience:

- How many CALAFCO conferences have you attended?
- When was the last time you attended a LAFCO 101 session?

PART THREE - Pertinent professional background:

- What background besides LAFCO experience do you have that may be applicable to representing LAFCOs statewide as a CALAFCO Board member?

- What particular set of skills do you bring to the CALAFCO Board that you believe will be useful at this critical transition time?

PART FOUR - Confirmation of availability:

- I confirm my understanding that being elected to the Board is a responsibility that requires my commitment to showing up, being fully present, and fully engaged.
- I confirm that I understand the Board’s attendance policy and that I will attend the following Board meetings for 2025/2026 (barring any unforeseen emergency):
 - December 5, 2025 – in-person with hybrid option (San Jose or Sacramento)
 - February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
 - February 27, 2026 – in-person Board meeting (Sacramento)
 - May 8, 2026 – virtual
 - August 7, 2026 - in-person with hybrid option
 - October 23, 2026 – in-person at annual conference (Sacramento)
 - December 11, 2026 – in-person with hybrid option (southern CA)
- I confirm that I will volunteer for and fully participate in at least one of the following Board Committees:
 - Legislative
 - Annual Conference Planning
 - Elections
 - Achievement Awards

PART FIVE - Other Comments or information:

NOTICE OF DEADLINE

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Send completed nominations to info@calafco.org

Or, mail to:

CALAFCO Election Committee
CALAFCO
1451 River Park Drive, Ste. 185
Sacramento, CA 95815



Board Member Job Description Adopted April 12, 2024

Duties

Board members have the following legal duties:

1. **Duty of Care:** *Ensuring prudent use of all assets including financial, facility, people, and good will.*
2. **Duty of Loyalty:** *Ensuring that the association's activities and transactions are, first and foremost, advancing its mission; Recognizing and disclosing conflicts of interest; Making decisions that are in the best interest of the association and not in the best interest of an individual board member, or any other individual or entity.*
3. **Duty of Obedience:** *Ensuring that the association obeys applicable laws and regulations; follows its own bylaws and policies; and that it adheres to its stated corporate purposes/mission.*

Position

Serving as a CALAFCO Board member is an extraordinary opportunity for an individual who is passionate about the importance of the role that LAFCOs play in the sustainable growth of a region, and who has a track record of leadership. His/her accomplishments will allow him/her to interface effectively with the state legislature, as well as attract other well-qualified, high- performing board members.

As a governing body, the Board is expected to support the work of CALAFCO by providing mission-based leadership and strategic governance. While day-to-day operations are led by CALAFCO's Executive Director (E.D.), the Board-E.D. relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Board members are tasked with the Leadership, Governance, and Oversight of the association through the following responsibilities:

- Representing CALAFCO to stakeholders; acting as an ambassador for the organization to regional members and California legislators.
- Approving policies that provide the appropriate authority and guidance for/to the E.D. in the administration of the organization.
- Serving as a trusted advisor to the E.D.
- Participating in strategic planning retreats.
- Reviewing agenda and supporting materials, and communicating questions to the E.D., prior to board and committee meetings.
- Weighing the organization's outcomes against strategic plan initiatives.

- Approving CALAFCO's annual budget, financial reports, and business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Assisting the E.D. and board chair in identifying and recruiting other board members to ensure CALAFCO's commitment to a diverse board and staff that recognizes the differing perspectives among LAFCOs.
- Partnering with the E.D. and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments, as needed.



Board of Directors Meeting Calendar December 2025 – December 2026

*Approved by the Executive Committee of the Board on Wednesday, June 18, 2025
To be ratified by the full Board on July 25, 2025*

For regular meetings, please schedule from approx. 9 a.m. – 2 p.m. Meetings may be shorter in duration.

Teambuilding / strategic planning session is an all-day event. The Board meeting the following day is typically 9 a.m. – 12 p.m.

All CALAFCO members will have virtual access to attend Board meetings except for the February 26, 2026 retreat. There is no virtual option for this session.

- December 5, 2025 – in-person with hybrid option (San Jose or Sacramento - TBD)
- February 26, 2026 – in-person full day teambuilding & strategic plan retreat (no hybrid - Sacramento)
- February 27, 2026 – in-person Board meeting (Sacramento)
- May 8, 2026 – virtual
- August 7, 2026 - in-person with hybrid option
- October 23, 2026 – in-person at annual conference (Sacramento)
- December 11, 2026 – in-person with hybrid option (southern CA)

CALAFCO Board Members 2024-25

(as of June 23, 2025)

Board Member Name	LAFCO – Region	Type – Term Expires
Jaron Brandon	Tuolumne – Central	County – 2026
Virginia Chang Kiraly	San Mateo – Coastal	District – 2026
Kimberly Cox	San Bernardino – Southern	District – 2025 Seat being held open for 1 year
Yxstian Gutierrez	Riverside – Southern	County – 2025
Gay Jones	Sacramento – Central	District – 2026
Kenneth Leary	Napa – Coastal	Public – 2025
Derek McGregor	Orange – Southern	Public – 2026 Seat being held open for 1 year upon vacating
Paul Minchella	Modoc – Northern	City – 2026
Nancy Ogren	Siskiyou – Northern	County – 2025
Anita Paque	Calaveras – Central	Public – 2025
Wendy Root Askew	Monterey – Coastal	County – 2026
Steve Sanchez	Riverside – Southern	City – 2026
Josh Susman	Nevada – Northern	Public – 2026
Vacant	Central	City – 2025
Vacant	Coastal	City – 2025
Vacant	Northern	District – 2025

Seats up for election for the 2025-26 year