



Association of California Water Agencies

Leadership Advocacy Information Since 1910

THE ROLE OF THE REGIONS

Mission: *ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

The primary charge of regions:

- I. To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- II. To provide the local outreach organization (grassroots support) necessary to advance ACWA's legislative and regulatory priorities as determined by ACWA policy through the Board, State Legislative, Federal Affairs, or other policy committees.
- III. To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- IV. To assist with association membership recruitment at the regional level.
- V. To take positions recommending specific action to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions. ***Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.***

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair:

- Serves as Region representative to the ACWA Board of Directors at six meetings per year, and periodic chair, vice chair meetings.
- Is a member of ACWA's Outreach Program, and encourages involvement.
 - ⇒ Appoints Outreach Contact to help lead outreach effort within the region.
- Presides over all Region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA president regarding regional appointment to all ACWA committees.
- Selects representatives to serve on the region's nominating committee.
- Facilitates communication from the regional board and region members to the ACWA Board and staff.

Region Vice Chair:

- Serves as Region representative to the ACWA Board of Directors at six meetings per year, and periodic chair, vice chair meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region between region activities.
- Is a member of ACWA's Outreach Program, and encourages involvement.
- Makes joint recommendations to the ACWA president regarding regional appointment to all ACWA committees.

Region Board Member:

- Serves as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

**ACWA REGION 5
RULES & REGULATIONS**

Region Board Composition:

- The region shall elect its chair and vice chair to the Association's Board of Directors as provided in Article IV, Section 1(b) of ACWA's Bylaws, and elect five (5) region board members.
- A Region 5 secretary shall be appointed from the Region 5 Board.

Candidate Eligibility:

- All ACWA public agency members are eligible to serve in region officer and board member positions based on the condition that they meet the following criteria:
 - a) All candidates must represent an ACWA agency member.
 - b) All candidates must have a resolution of support signed by their affiliated agency.
- All candidates must be local agency board members.
- Only one person from a member agency can hold an elected position within the Region at the same time.

Board Member Responsibility:

- Members of the Region 5 Board are expected to attend all Region 5 board and membership meetings. Two (2) unexcused absences in a calendar year shall result in removal from office.

Term of Service:

- Region officers and board members shall hold office for two (2) years, or until successors are elected and take office.
- The newly-elected region board members take office effective January 1 of the calendar year following the election.

Alternates:

- The Chair and Vice Chair shall each appoint their alternate to the ACWA Board, from the Region 5 Board members, as needed. Alternates will represent the region at meetings of the Association's Board of Directors when the chair or vice chair is unable to attend.
- The Vice Chair position shall automatically ascend to the Chair position in the event that a vacancy occurs during the regular term cycle.

Vacancies:

- Should a vacancy occur on the region board before the end of the term, the region board shall appoint a new region board member, pending support from his/her agency.

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Voting Eligibility:

- In accordance with ACWA's Bylaws, only ACWA public agency members are entitled to vote during a region board election and at all region meetings.
- Each agency is entitled to one vote.

Elections:

- The region shall conduct its election either by mail ballot or at an in-person region meeting before September 30 of odd-numbered years. *Please see the current region election timeline for specific dates.*
- Mail ballots will be sent to the board president of each ACWA member agency and will require the Board President's signature for approval. Agency general managers will be sent copies of the ballot mailing.
- In-person elections will require one designated voter for each agency, whose name must be identified in writing on the ballot.
- If an election is held in person, additional nominations for region officers will be taken from the floor just prior to the election of Region. Nominations from the floor are only valid if the required application and formal resolution of support approved by the sponsoring agency board have been submitted by the stated deadline.

Nominating Committee:

- All nominations received for the positions of chair, vice chair and Region board members for each region shall be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the board of directors. This policy applies to nominations received in the ACWA office prior to the region election and to all nominations received from the floor at the region election. (Feb. 1996)
- The region chair shall appoint a nominating committee of three (3) and no more than five (5) persons to:
 - a) Pursue qualified members from within the region to run for election to the region board.
 - b) Review eligible nomination requests and select a slate of candidates for consideration by the voting ACWA region membership.
 - c) Consider geographic diversity, agency size and focus in selecting a recommended slate of candidates.
 - d) Only one individual may be nominated from a given agency to run for election to a region board.
 - e) Agencies with representatives serving on region nominating committees should strive not to submit nominations for the region board from their agency. (Nov. 2005)

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- Nominating Committee members must represent ACWA public agency members.
- In an effort to preserve objectivity during the Nominating Committee process, candidates other than Nominating Committee members shall be nominated for election.
- Only one person from a member agency may serve on the Region 5 Nominating Committee.
- The nominating committee appointments shall be announced during ACWA's spring conference of the calendar year of an election.

Region Activities:

- Region 5 will meet at the two ACWA conferences and at the call of the Chair.

Endorsements:

- ACWA, as a statewide organization, encourages the endorsement of candidates on boards or commissions who have the potential for impacting on member agencies or the way they do business.
- For local positions, endorsement recommendations should be sent to the region in which the local board or commission is located. The region board will make its recommendation for endorsement to the ACWA Board.
- For regional positions, endorsement recommendations should be sent to each region that has a position of the territory covered within its geographic boundaries. The region boards will make their recommendations for endorsement to the ACWA Board.
- For statewide positions, endorsement recommendations should be sent to regions from which the individual being recommended resides and to all other ACWA regions. Relevant committees will be notified regarding an endorsement that pertains to its assigned areas of responsibility. Committees need to make their thoughts known to the recommending region in a timely manner. The region board will make its recommendation for endorsement to the ACWA Board.
- ACWA region boards are recommending bodies to the ACWA Board. The ACWA Board will take action for endorsement of candidates for various local, regional, or statewide boards or commissions. (Sept. 1996)

Committee Recommendations and Representation:

- All regions will be given equal opportunity to recommend representatives of the region for appointment to standing and regular committees of the Association. If a region fails to provide full representation on all ACWA committees for their respective region, those committee slots will be left open for the remainder of the

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term or until such time as the region designates a representative to complete the remainder of the term.

- At the first region board / membership meeting of the new term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (Nov 2005)

Finance Committee Service by Region Chairs / Vice Chairs:

- Regions at the first board meeting / membership meeting of the new term will designate either the chair or the vice chair to serve as the official representative of the region to ACWA's Finance Committee. (Nov. 2005)

Attendance:

- ACWA Board of Directors
Regular attendance by ACWA Board members is expected and necessary to assure proper governance of the Association. If a region chair or vice chair misses three consecutive ACWA Board meetings, the region board shall appoint from among the existing region board a new region officer. If the region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (Nov. 2005)
- ACWA Committees
If a committee chair of a standing committee misses three consecutive ACWA Board meetings, the ACWA president shall appoint a new committee chair. If any committee chair misses three consecutive committee meetings, the ACWA president shall also move to appoint a new committee chair. (Nov. 2005)