



**Board of Directors Meeting  
October 6, 2017**

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

***Advancing Excellence and Inclusiveness in Local Government***

Call-in Number:  
1-866-210-1669  
Guest Code: 5150240

**Agenda**

**IHN Board of Directors**

**Veronica Briseño**  
*President*

**Rolando Fernandez**  
*President-Elect*

**Magda Gonzalez**  
*Immediate  
Past President*

**Raymond Gonzales**  
*Vice President  
for Membership*

**Maria Hurtado**  
*Vice President  
for Programs*

**At Large Directors**

**Carlos Baia**  
*ICMA Board Liaison*

**Tommy Gonzalez**

**Bob Harrison**

**Ramiro Inguanzo**

**Claudia Lujan**

**Daro Mott**

**Samantha Tavares**

**Patricia E. Martel**  
*Past ICMA  
Board Member*

**David Mora**  
*ICMA Staff Liaison*

**Rod Alcázar**  
*ICMA-RC Liaison*

**A. Call to Order/Roll Call/Welcome**

**B. ACTION: Consent Agenda – Receive and Approve**

1. Minutes for Board Meeting of September 1, 2017\*
2. Board Meeting Attendance Report for 2016/17\*
3. Financial Report through September 30, 2017\*

**C. ACTION: Authorize \$500 Sponsorship for MMANC Diversity Training\***

**D. UPDATE: ICMA Conference Activities**

**E. UPDATE/DISCUSSION: IHN Dinner**

1. Registrations
2. Fundraising
3. Comps/Special Invitations

**F. UPDATE: LGHN Launch/Website Updates**

1. Membership Brochure\*
2. Coaching Brochure\*

**G. UPDATE: Webinars with NFBPA**

**H. ICMA Nomination Process\***

1. ICMA Board
2. ICMA Regional Committee Appointments

**I. Committee Reports/Updates**

1. Executive Committee
2. Communications
3. Membership
4. Programs
5. Nominations
6. University Partnerships
7. Fund Development
8. Awards
  - a) Civic Engagement Award
  - b) Emerging Leaders Award
  - c) Joel D. Valdez Legacy Award

**J. DISCUSSION: NFBPA Forum Sessions\***

\*Supporting documents provided in board packet

**K. Future Board Meeting Agenda Items**

1. Website Tracking (Quartely)
2. Fundraising Status

**L. Adjournment & Future Meeting Dates**

1. October 22-25, 2017 – ICMA Conference, San Antonio, TX
2. Friday, November 2, 2017 – IHN Board Meeting
3. Friday, December 1, 2017 – IHN Board Meeting
4. Friday, January 5, 2018 – IHN Board Meeting
5. Friday/Saturday, March 2-3, 2018 – IHN Board Retreat, Miami/Dade County, FL
6. April 18-22, 2018 – NFBPA Forum, Cleveland, OH
7. October 25-27, 2018 – IHN Biannual Conference, Phoenix, AZ



**Board of Directors Meeting  
September 1, 2017**

**MINUTES**

***Advancing Hispanic leadership in local government***

**Board Members Present**

Veronica Briseño, President  
Rolando Fernandez, President-Elect  
Raymond Gonzales, Vice President for Membership  
Maria Hurtado, Vice President for Programs  
Carlos Baia, At Large Director  
Ramiro Inguanzo, At Large Director  
Claudia Lujan, At Large Director  
Daro Mott, At Large Director  
Samantha Tavares

**Board Members Absent**

Magda Gonzalez, Immediate Past President  
Tommy Gonzalez, At Large Director  
Bob Harrison, At Large Director  
Patricia E. Martel, Past ICMA Board Member

**Others Present**

Karen Davis, Executive Director

**A. Call to Order/Roll Call/Welcome**

*Roll call was conducted and nine voting members were present, a quorum was established. Veronica Briseno congratulated Ray Gonzales on his promotion to Adams County Manager on behalf of the IHN board of directors.*

**B. ACTION: Consent Agenda – Receive and Approve**

1. Minutes for Board Meeting of August 4, 2017
2. Board Meeting Attendance Report for 2016/17
3. Financial Report through July 31, 2017

*Carlos Baia moved approval of the consent agenda; Claudia Lujan seconded the motion; the motion was approved unanimously.*

**C. INFORMATION: ICMA Conference Activities**

*Karen Davis provided a list of IHN-related events at the ICMA conference. Claudia Lujan requested information on panelists for the IHN conference sessions. An updated schedule will be provided at the October board meeting along with a schedule for board members to assist with the IHN booth in the exhibit area.*

**D. UPDATE/DISCUSSION: IHN Dinner**

*Karen Davis provided an update on the dinner at the ICMA conference. The board reviewed and approved a draft program for the event. A fundraising update was provided with an estimate of approximately \$8-10,000 pledged to date for the event. This fundraising will allow IHN to raise funds in excess of the cost of the dinner. The board agreed to comp tickets for the dinner to Dr. Abraham Benavides (2), ICMA (4 per affiliate agreement), ICMA-RC (6 per administrative agreement), and for the chancellors/presidents of St. Mary's and Trinity Universities in San Antonio. Invitations will also be sent to TCMA Regions 7 and 8.*

**E. 2018 IHN Retreat: Miami/Dade County**

*Ramiro Inguanzo is working with Jorge Gonzalez, Bal Harbour Village Manager and area IHN members to develop a half-day training seminar to be held in conjunction with a networking reception and the IHN board retreat. Board members are asked to hold the date and plan to attend the events.*

**F. Committee Reports/Updates/Committee Chairs/Vice Chairs**

*Karen Davis provided updates for the following committees:*

- 1. Communications: The committee has focused on redoing the website for LGHN.*
- 2. Membership: Rolando has a scheduled call with representatives from Tacoma, WA who has an interest in establishing a LGHN chapter.*
- 3. Program: A subcommittee in the San Francisco Bay Area is planning a seminar on September 22. The coaching brochure is also being updated for LGHN.*
- 4. University Partnerships: ICMA is distributing a request for assisting with developing a white paper to encourage more practitioners to become involved in speaking/teaching university programs.*
- 5. Fund Development: The committee is working to raise funds to support the IHN dinner at ICMA. They are also developing a strategy in advance of speaking with Cigna regarding a partnership with IHN.*

**G. Future Board Meeting Agenda Items**

1. Website Tracking – quarterly
2. Fundraising Status

**H. Other**

## 2016-2017 IHN Board of Directors Board Meeting Attendance

Name	Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 1 2016	Annual Mtg. 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Veronica Briseño	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present		Present
Manuel Esquibel	Present		Present	Present	Absent	Absent	Present	Present	Present	Absent	Present		Present
Magda Gonzalez	Present		Present	Absent	Present	Present	Present	Present	Absent	Present	Present		Present
Maria Hurtado	Absent		Present	Absent	Absent	Present	Present	Present	Present	Present	Absent		Present
Rolando Fernandez	Present		Present	Present	Present	Present	Absent	Present	Present	Present	Present		Present
Carlos Baia	Present		Absent	Present	Present	Absent	Present	Absent	Present	Absent	Absent		Absent
Yocelyn Galiano	Present		Absent	Present	Absent	Present	Absent	Present	Present	Present	Present		Absent
Raymond Gonzales	Present		Absent	Absent	Present	Present	Absent	Present	Present	Present	Present		Present
Tommy Gonzalez	Absent		Absent	Absent	Absent	Absent	Absent	Present	Present	Present	Present		Present
Ramiro Inguanzo	Present		Present	Present	Absent	Present	Absent	Absent	Absent	Present	Absent		Absent
Claudia Lujan	Absent		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		Absent
Pat Martel	Absent		Absent	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent		Absent
Daro Mott	Present		Present	Present	Present	Present	Present	Present	Present	Absent	Present		Absent

Name	Jan 2017	Feb 2017*	Mar 2017	April 2017	May 2017	June 2017	Annual Mtg. 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present			
Manuel Esquibel	Present	Absent											
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent	Absent			
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present			
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present			
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present			
Yocelyn Galiano	Absent	Absent	Absent	Absent	Absent	Absent							
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present			
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present	Absent			
Bob Harrison							Present	Absent	Present	Absent			
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Present			
Claudia Lujan	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present			
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present	Absent	Absent			
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present			
Samantha Tavares							Present	Present	Present	Present			

Note: Excused v. unexcused absences are not differentiated on the chart.

\*Attendance for Saturday, February 4 when board actions were taken. A quorum was present.

**International Hispanic Network**  
**Profit & Loss**  
January through September 2017  
Jan - Sep 17

Ordinary Income/Expense

Income

43300 · Direct Public Grants

43310 · Corporate and Business Grants 50,000.00

43340 · Nonprofit Organization Grants 3,454.10

Total 43300 · Direct Public Grants 53,454.10

43400 · Direct Public Support

43450 · Individ, Business Contributions 1,100.00

Total 43400 · Direct Public Support 1,100.00

46400 · Other Types of Income

46410 · Advertising Sales 10,095.60

Total 46400 · Other Types of Income 10,095.60

47200 · Program Income

47270 · Program Activities 2,810.00

47230 · Membership Dues 25,420.30

47250 · Conference Registration 3,025.00

47260 · Conference Sponsorship 4,955.40

Total 47200 · Program Income 36,210.70

49000 · Special Events Income

49060 · IHN Dinner Sponsorship 1,000.00

49050 · IHN Dinner 2,450.00

Total 49000 · Special Events Income 3,450.00

Total Income 104,310.40

Expense

60900 · Business Expenses

60930 · Constant Contact 414.38

60920 · Business Registration Fees 96.03

60960 · PayPal Fees 841.86

Total 60900 · Business Expenses 1,352.27

62100 · Contract Services

62110 · Accounting Fees 825.00

62150 · Outside Contract Services 61,314.82

Total 62100 · Contract Services 62,139.82

65000 · Operations

65020 · Postage, Mailing Service 19.60

65030 · Printing and Copying 487.50

65040 · Supplies 49.98

65050 · Telephone, Telecommunications 1,353.73

International Hispanic Network  
**Profit & Loss**  
January through September 2017  
Jan - Sep 17

65060 · Website	2,360.45
<b>Total 65000 · Operations</b>	<b>4,271.26</b>
<b>65100 · Other Types of Expenses</b>	
65185 · Program Activities	5,813.81
65190 · Special Projects	3,813.62
65120 · Insurance - Liability, D and O	1,215.33
65140 · Contributions	4,954.10
65150 · Memberships and Dues	325.00
65160 · Other Costs	4,279.20
<b>Total 65100 · Other Types of Expenses</b>	<b>20,401.06</b>
<b>68300 · Travel and Meetings</b>	
68320 · Travel	645.70
68300 · Travel and Meetings - Other	1,147.07
<b>Total 68300 · Travel and Meetings</b>	<b>1,792.77</b>
<b>Total Expense</b>	<b>89,957.18</b>
<b>Net Ordinary Income</b>	<b>14,353.22</b>
<b>Net Income</b>	<b>14,353.22</b>
bank balance as of 9/30/17	80,460.44
pending PayPal transfer	3012.09
	<b>83,472.53</b>



# CircleUp Education Service Proposal

Restorative Practices | Diversity Awareness | Interpersonal Skills



Proposal Title | Diversity Uncovered Training

**Prepared For:**

Municipal Management Association  
of Northern California (MMANC)  
3053 Freeport Blvd., #292  
Sacramento, CA 95818

**Prepared By:**

Tiffany Hoang  
CircleUp Education LLC  
22080 Cameron Street  
Castro Valley, CA 94546

# About Us

Established in 2014, CircleUp Education is a Social Enterprise committed to supporting local and national workplace and school communities to create equitable, interconnected and thriving environments through training, coaching and consulting services. We design curriculum and custom trainings, facilitate retreats, and deliver keynote presentations on topics related Restorative Practices, Diversity and Social Equity and Interpersonal Skills.



## Some of our Satisfied Clients



# Proposed Outline

## Needs Assessment

### ***Diversity & Equity Training***

The Municipal Management Association of Northern California (MMANC) would like to provide its members with an opportunity to develop knowledge and self-awareness of topics related to Diversity and Equity in the workplace including privilege, microaggressions and implicit bias.

## Training Outline

### **Diversity Uncovered: Revealing Hidden Bias in the Workplace**

*3.5 Hour Training*

#### ***Part 1 - Exploring Diversity and Social Identities***

##### **Diversity Elephants in the Room (Elephant Walk Activity | It's Time to Move Activity)**

Participants will start off the training by exploring challenges, concerns and reservations around discussing Diversity in their workplace communities. They will work together with partners to answer questions that encourage them to reflect on what diversity looks like in their communities and how it impacts their professional lives. Participants will then engage in the "It's Time To Move" Activity that enables them to become more aware of their external and invisible diversity based on that varying Social Identities that they possess.

#### ***Part 2 - Workplace Challenges Related to Diversity***

##### **Microaggressions, Privilege and Equity (Workplace Rumble Activity)**

Participants will engage in a workplace simulation activity that replicates the chaos of working in a hectic environment while attempting to complete projects that the trainers will assign. This activity allows participants to experience first hand what Microaggressions are and how unconscious bias, unconscious discrimination and privilege leads to inequity in the workplace.

#### ***Part 3 - Institutional Discrimination and Implicit Bias***

##### **Understanding the Impact of Implicit Bias in the Workplace (Whodunit Activity | Uncovering Hidden Bias Activity)**

Participants will engage in a reflection and partner activity that takes a closer look at the impact of implicit bias and how they produce microaggressions, and discriminatory policies and practices. Participants will leave reflecting on how they can use your power to promote equity in their workplace communities.

# Estimate 1023



**CircleUp Education LLC**  
22080 Cameron Street  
Castro Valley, CA 94546  
(510)214-2951  
solutions@circleuped.org  
www.circleuped.org

## ADDRESS

Municipal Management  
Association of Northern Calif  
3053 Freeport Blvd #292  
Sacramento, CA 95818

**ESTIMATE 1023**

**DATE 11/13/2017**

DATE	SOLUTION	QUANTITY	RATE	AMOUNT
11/13/2017	<b>Services</b> 3.5 Hour Diversity Uncovered Training for up to 50 participants with two facilitators.	1	3,200.00	3,200.00

**TOTAL \$3,200.00**

Accepted By

Accepted Date



2107 North First Street Suite 470  
San Jose, CA 95131  
Office (408) 392.0232  
Fax (408) 453.6191  
info@LGHN.org

For more information about  
the LGHN membership  
categories and costs, visit the  
LGHN website:  
info@LGHN.org or  
call the LGHN office at  
408-392-0232



*Advancing Excellence  
and Inclusiveness in  
Local Government*



Formerly International Hispanic Network

**Local Government  
Hispanic Network**

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info@LGHN.org

## What is LGHN?

Founded in 1978, the Local Government Hispanic Network (LGHN) is the leading professional organization for Hispanic and Latino local government professionals and for all local governments that serve Hispanic and Latino communities. The organization has grown from a small network of local government professionals to an organization of more than 500 members providing peer support and educational opportunities.

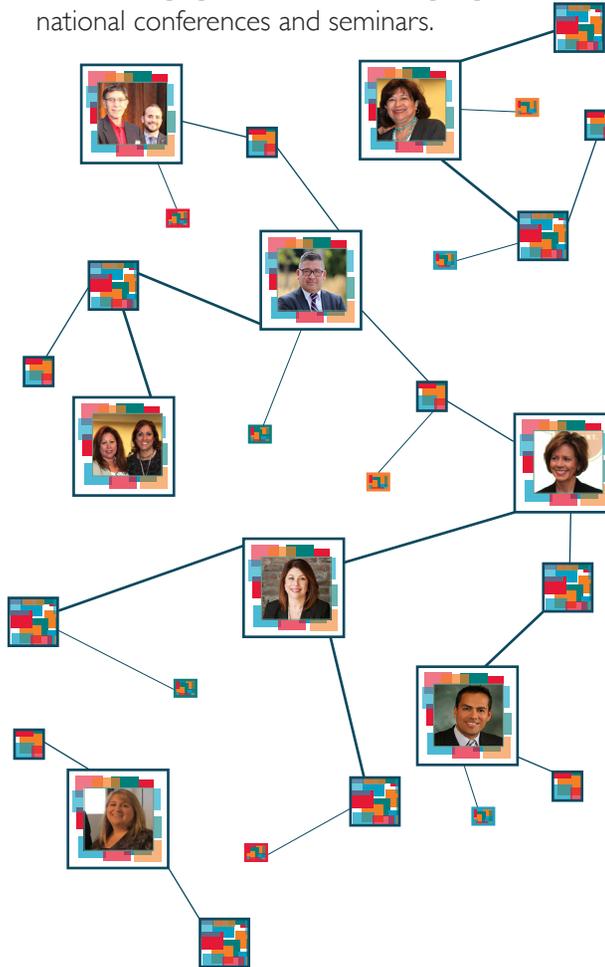
## Why Join?

LGHN provides targeted resources and national networking opportunities to Hispanic and Latino local government executives and public managers as well as to communities with Hispanic and Latino populations.

LGHN is affiliated with the International City/County Management Association (ICMA) and has built effective partnerships with leading organizations including as the National Forum for Black Public Administrators (NFBPA), Women Leading Government (WLG), League of Women in Government, California Network of Asian Pacific Administrators (CalNAPA), ICMA-RC, and state and regional local government associations. LGHN has partnered with the ICMA Student Chapters program to encourage and support people of color to pursue local government careers.

## NETWORKING & PROFESSIONAL DEVELOPMENT

- Regional seminars, webinars and biannual conference to promote professional development.
- ICMA annual conference activities including the LGHN annual dinner, joint reception with NFBPA and CalNAPA, and participation in the Engaging Local Government Leaders (ELGL) networking reception.
- Reduced registration rates and scholarships to assist emerging leaders in attending regional and national conferences and seminars.



## MEMBERSHIP SUPPORT

- Mentoring for current and future public administration professionals through the Padrinos/Madrinas program.
- Access to affiliates' programs including NFBPA, WLG and ICMA for leadership development, mentoring programs and professional certification.
- Scholarships for emerging leaders to attend LGHN, ICMA and other national conferences.
- LGHN Emerging Leaders Award and Scholarship.
- Identifying best practices for recruiting and training students for local government careers in partnership with practitioners and universities.
- Providing member expertise for specialized services to Hispanic/Latino communities.
- Promoting public-private partnerships for research and implementation of programs to address issues of importance to Hispanic and Latino communities such as neighborhood services, literacy, health care and community events.
- Promoting best practices for serving marginalized populations through the annual Civic Engagement Award.
- Providing weekly access to nationwide job postings. Posting job openings at no additional cost to local government members.



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info@LGHN.org



## The Padrinos/Madrinas Coaching Program



*"LGHN's coaching program offers a wonderful and unique opportunity to expand your network and learn from experienced professionals. Our coaches are distinctively positioned to provide guidance and assistance as you move through your career path. They offer great words of advice, encouragement, and new ideas; not to mention they are "awesome individuals!"*

Magda Gonzalez  
City Manager – Half Moon Bay  
LGHN Board Member

**Local Government  
Hispanic Network**  
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# Advancing Hispanic Leadership in Local Governance



The Padrinos/Madrinas Coaching Program builds on the Padrinos/Madrinas tradition in Hispanic/Latino(a) culture. Padrinos and Madrinras are an extension of family and provide a strong support system for family members.

Extending this concept to the professional realm, the LGHN Padrinos/Madrinas Program creates the same support system for emerging leaders working in local government.

LGHN is excited to offer seasoned leaders in local government who are committed to assisting emerging leaders who serve diverse populations and supporting the next generation of government innovators. These one-to-one volunteer coaches are from all disciplines and are available to offer career advancement strategies, solution based discussions, assistance in addressing local challenges faced when serving a diverse community and/or to share their experience and expertise on specific issues.



## The Padrinos/Madrinas Coaching Program

*The Choice is Yours!*

Each coach has expertise and knowledge in a variety of areas including public sector management, finance, human resources, economic development, utilities, community engagement, among others. As an aspiring manager, feel free to contact anyone of our coaches for enlightening discussions on leadership challenges, problematic work situations or best strategies to accelerate your advancement in local government. Choosing a Padrino/Madrina is simple.

1. Visit [info@LGHN.org](mailto:info@LGHN.org) and click on the Padrinos/Madrina Coaching Program link on the right.
2. On the Padrinos/Madrinas home page you will find a number of seasoned leaders in local government; select one or two whose career path suits your goals.
3. Reach out to them by phone or email and begin developing your coaching relationship.



*It's easy, it's confidential, and it's tailored to you!*

*“The LGHN Coaching Program is an important part of career development and advancement. Whether you're an emerging or mid-career professional, even a new manager, coaching and mentoring can be beneficial in sharpening the skills needed to be an effective organizational leader. The opportunity to learn and gain perspective from a seasoned professional's career journey can help you to be inspired, encouraged and supported to achieve your own career aspirations. Developing the critical skills of self-awareness and self-reflection can be practiced by soliciting feedback in a supportive coaching relationship. Leaders at all levels should take advantage of the valuable professional resources available through the LGHN Coaching Program.”*

Pat Martel  
ICMA President 2015-16  
LGHN Board Member

**Not a Member?  
Consider joining ILHN!**



The Local Government Hispanic Network is the leading support organization for Hispanic local government professionals. The Network operates in two ways: as a forum for individuals who are interested in programs and issues related to the Hispanic population and as a consortium of local governments that serve a significant Hispanic population.

The LGHN offers its members a variety of services and programs. Through a growing network of members and cities, LGHN members benefit from exchanging ideas and solutions about best practices in local government, participating in Professional development seminars and workshops, access to career development coaches, access to news on the latest information about members, best practice programs, and linkages to employment opportunities.

To join the Local Government Hispanic Network, visit the LGHN website at [info@lghn.org](mailto:info@lghn.org) and complete the new member application and pay your membership online or by mail.

Individual membership is just \$100 annually.

**Subject:** REMINDER: On Behalf of ICMA President-elect David Johnstone: Regional Nominating Committees and Seeking Candidates for Regional Vice President

**Date:** Tuesday, October 3, 2017 at 9:59:24 AM Pacific Daylight Time

**From:** Nominations

Thank you to those of you who have provided the name of your state's representative to the Regional Nominating Committee. If you haven't yet made an appointment to the Committee, please send me their name by **OCTOBER 16<sup>th</sup>**.

As a reminder- All candidate names and materials are due to ICMA by **DECEMBER 1<sup>st</sup>**.

Please contact me if you have any questions.

Felicia

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**From:** Nominations

**Sent:** Tuesday, September 5, 2017 3:15 PM

**Subject:** On Behalf of ICMA President-elect David Johnstone: Regional Nominating Committees and Seeking Candidates for Regional Vice President

**September 5, 2017**

**To:** State Association Presidents  
Presidents of NACA, NFBPA, and IHN

**Fr:** David Johnstone, 2017-2018 ICMA President

**Re:** 1. Seeking Regional Nominating Committee Members from State and Affiliate Organizations  
Deadline: October 16, 2017

2. Seeking Candidates for Regional Vice-President for the 2018-2019 ICMA Executive Board  
Deadline: December 1, 2017

The nominations process for ICMA Regional Vice Presidents involves six regional nominating committees who are responsible for selecting ICMA's future leadership by identifying qualified individuals who can best represent our diverse profession. All candidates are vetted through this process. Each nominating committee selects one nominee for the ballot. Over many years, members have relied on a nominations process as opposed to having competition with active campaigning.

## 1. Regional Nominating Committees

The Regional Nominating Committee for each of the five U.S. regions is composed of the following representatives (all of whom must be Full Members of ICMA):

- The ICMA President
- The State President (or designee) of each state association that has an affiliation agreement with ICMA.
- The International Hispanic Network (IHN), the National Forum for Black Public Administrators (NFBPA) and the National Association of County Administrators (NACA) are also strongly encouraged to identify a representative for each of the five U.S. regional nominating committees. Representatives must reside in each respective region.

### **October 16, 2017- deadline to receive the names of the designated Regional Nominating Committee members.**

- The state president usually serves as the state representative. If you or your successor cannot participate in the nominating process, another state officer should be designated.
- Please send the name and contact information for your representative to [nominations@icma.org](mailto:nominations@icma.org).
- Regional Nominating Committee members must plan to participate in the candidate interviews, to be held during the [2018 Regional Summits](#).

## 2. Candidate Solicitation Process

- a. **Self-Nominations:** Members may nominate themselves for candidacy.
- b. **Nominations by State or Affiliate Associations:** state and affiliate associations should submit names of any in-service Corporate (Full) Members they would like to be considered as vice presidential candidates for the 2018-2019 ICMA Executive Board.

All candidate application materials are due **December 1, 2017:**

1. A statement of the candidate's qualifications for Board service and their view of the issues facing ICMA (2-page limit).
2. Resume
3. A list of any contributions made by the candidate to ICMA and state/affiliate organizations such as service on a committee, board, etc.
4. Thoughtful letters of support from members that can aid the Regional Nominating Committee in understanding the candidate's qualities, achievements and potential contributions to the board (Optional but recommended).
5. If your association chooses to endorse candidates, please submit a written endorsement (an email is fine) at least one month in advance of your region's [Regional Summit](#).

*Any candidates who wish to have the option of appearing on the ballot independently (regardless of the nominee selected by the regional nominating committee) must submit 15 [petition](#) signatures by December 1, 2017.*

[Full information on the nominations process](#) is featured in today's *ICMA Leadership Matters* newsletter and is available online. This includes the criteria used to evaluate candidates under [Guidelines](#).

In the U.S., **at least one** vice-president from each region must occupy a position other than that of manager/chief executive officer (non-CEO). This year a non-CEO is needed to fill the seats open for nomination in the Northeast and Southeast regions.

As State Presidents, you or your predecessors agreed on a [geographical protocol](#) that defines state rotations for the three Regional Vice President seats in your region.

- [A summary of the state rotations for 2018 can be found here](#). Be sure to review the protocols to determine which states are eligible this year.
- Each eligible state association should **submit more than one** candidate for consideration.
- The expectation is that each Regional Nominating Committee will interview at least two qualified candidates.

As you consider potential candidates for Vice President, please review the demographic information provided in the protocol summary above.

- The continuing board in 2018 will include 5 females, 1 Hispanic, 1 member working for a county and 1 working for a COG.
- ICMA continues to seek the best-qualified individuals for all vice president positions who will comprise a balanced board that represents the diversity of our profession and those served by it.
- State and affiliate presidents received a communication from ICMA President Lee Feldman following the board's June 2017 meeting emphasizing the importance of working with the associations to identify diverse candidates, as well as to develop joint strategies to increase the diversity in membership at the state and national level. That communication is attached for your review.

**Please send your candidate information to [nominations@icma.org](mailto:nominations@icma.org). All communications received by December 1, 2017 will be shared with the individual Regional Nominating Committee members.**

On behalf of the ICMA Executive Board, thank you for your leadership, engagement and commitment to diverse inclusion in this important process.

cc: State Secretariats  
Executive Directors, NACA, IHN, NFBPA  
ICMA Executive Board

**Felicia Littky**  
Program Manager  
Membership

202 962 3656

## GEOGRAPHICAL PROTOCOLS FOR 2018

The following chart summarizes the geographical rotations and diversity profile for the 2018 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.

Regions:	NE	SE	MW	MP	WC	Intl	Leadership
<b>Election year 2018</b>							
Outgoing VP	NH (Non-CEO)	FL (Non-CEO)	IA	TX	CA	Australia	
Continuing Board	PA, CT	SC, NC	MO, IL	AZ, CO	OR, CA	Netherlands, Canada	Canada CA
Population	17,565 26,543	26,002 33,662	459,787 74,486	107,449 30,166	n/a 144,186	71,888 98,780	21,000 23,549
Type of government if other than city				1 County	1 COG		
F/AA/H	1 F			1 F	2 F, 1 H		1 F
Eligible states	Any state other than outgoing/continuing VPs	Any state other than outgoing/continuing VPs	Group A: IN, MN, WI	Group B: TX	Group B: CA	Southern Hemisphere	

**Subject:** Calling for Moderators and Presenters

**Date:** Tuesday, October 3, 2017 at 7:42:28 AM Pacific Daylight Time

**From:** Marcia L. Conner

**To:** Karen Davis



**You are invited to**

# Be A Moderator or Presenter

## **Excellent Opportunity to Share Your Expertise**

We are eager to receive Requests to Present on the workshop topics that have been pre-determined based on today's hot topics in public administration and feedback received from potential conference attendees as to issues and interests for which they need information and skill enhancement.

## **How Do You Volunteer?**

It is very simple. Click on the link below and review the information provided. Peruse the descriptions for all the Tracks and Workshops and then complete the on-line request form.

## **Four Good Reasons to Be a Moderator or Panelist**

1. Sharing your expertise and experiences is a good way to personally give back to the profession
2. Spotlight the work of your current and/or former employers
3. Additional reason for your employer to support your conference attendance
4. Visibility for future professional opportunities



## Click Here To Get Started



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