

MEMORANDUM

Date: April 17, 2023

To: ACWA Region 9 General Manager and Board Presidents
(sent via e-mail)

From: ACWA Region 9 Nominating Committee

- **Michael Moore**, East Valley Water District
- **Tina Shields**, Imperial Irrigation District
- **Glenn Miller**, Indio Water Authority
- **Joe Mouawad**, Eastern Municipal Water District

Subject: Call for Candidates for Region Boards

The Region 9 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 9 for the 2024-'25 term. The Nominating Committee is currently seeking candidates for the Region 9 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions. In a separate but concurrent process, ACWA's Election Committee has announced its call for candidates for ACWA President and Vice President. **More information about both processes is available at www.acwa.com/elections.** The leadership of ACWA's 9 geographical regions is integral to the leadership of ACWA. The Chair and Vice Chair of Region 9 serve on ACWA's statewide Board of Directors and recommend all committee appointments for Region 9. The members of the Region 9 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 9 Board Member, please familiarize yourself with the [role and responsibilities of the region boards](#) and the [Region 9 Rules and Regulations](#) and submit the following documents by **June 16:**

- [A candidate nomination form](#)
- **A signed resolution of support from your agency's Board of Directors** (A sample resolution [is available online](#))

June 16

In addition to the required documents, you may also send a short biography and a headshot photo to be included in the candidate section of ACWA's elections webpage; however, these are not required.

The election will begin on July 17 with electronic ballots emailed to General Managers and Board Presidents. The ballot will include the Nominating Committee's recommended slate and any additional candidates interested in the region board positions who meet the qualification criteria.



All region ballots must be submitted by Sept. 15. One ballot per agency will be counted. Election results announced Sept. 27 and the newly elected Region 9 Board Members will begin their two-year term of service on Jan. 1, 2024.

If you have any questions, please visit www.acwa.com/elections or contact Regional Affairs Representative Sarah Hodge at SarahH@acwa.com or 916-669-2384.

2023 ACWA Region Election Timeline 2024-2025 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Zoom Meetings

April 17:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 16:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

June 19:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

June 20 – July 10: RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 10
- Candidates will be notified of the recommended slate by July 14
- The Nominating Committee Chair will approve the official region ballot

July 17: ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 15: ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 15, 2023*****

September 27: ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

ACWA Region 9
Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

When possible, the chair and vice chair should strive to be from different areas within Region 9. The positions should alternate between the Western and Arid areas every region board term.

The chair and vice chair shall be elected, one from each area, and the positions shall be rotated between the Western and Arid areas of Region 9.

At least one of the chair or vice chair positions must be an elected/appointed director from a member agency.

The chair will appoint a secretary to the Board if one is deemed necessary.

When possible, alternates should be selected from the same Arid or Western regions as their corresponding chair or vice chair.

<p>Western area which shall include:</p> <ul style="list-style-type: none"> • Beaumont-Cherry Valley WD (Beaumont) • Chino Basin WCD (Montclair) • Chino Basin Watermaster (Rancho Cucamonga) • City of Corona Dept of Water and Power (Corona) • City of Rialto/Rialto Utility Authority (Rialto) • Crestline Village WD (Crestline) • Crestline-Lake Arrowhead WA (Crestline) • Cucamonga Valley WD (Rancho Cucamonga) • East Valley WD (San Bernardino) • Eastern MWD (Perris) • Elsinore Valley MWD (Lake Elsinore) • Inland Empire Utilities Agency (Chino) • Jurupa CSD (Mira Loma) • Lake Arrowhead CSD (Lake Arrowhead) • Lake Hemet MWD (Hemet) • Monte Vista WD (Montclair) • Rancho California WD (Temecula) • Riverside County FC & WCD (Riverside) • Riverside Public Utilities (Riverside) • San Bernardino Valley MWD (San Bernardino) • San Bernardino Valley WCD (Redlands) • San Gorgonio Pass WA (Beaumont) • Santa Ana Watershed Project Authority (Riverside) • West Valley WD (Rialto) • Western MWD (Riverside) 	<p>Arid area which shall include:</p> <ul style="list-style-type: none"> • Apple Valley Foothill CWD (Apple Valley) • Apple Valley Heights CWD (Apple Valley) • Bard WD (Winterhaven) • Bear Valley Basin GSA (Big Bear City) • Big Bear CSD (Big Bear City) • Big Bear MWD (Big Bear City) • Coachella Valley WD (Coachella) • Coachella Water Authority (Coachella) • Desert Water Agency (Palm Springs) • Hi-Desert WD (Yucca Valley) • Idyllwild WD (Idyllwild) • Imperial ID (Imperial) • Joshua Basin WD (Joshua Tree) • Mariana Ranchos CWD (Apple Valley) • Mission Springs WD (Desert Hot Springs) • Mojave Water Agency (Apple Valley) • Palo Verde ID (Blythe) • Pinyon Pines CWD (Mountain Center) • Salton Sea Authority (Indio) • Twentynine Palms WD (Twentynine Palms)
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Meetings

The region will hold at least quarterly meetings, including the ACWA spring and fall conferences.

The Region 9 board will set all region meetings.

Any member wanting to add an agenda item for consideration at any Region 9 meeting must submit the information to be discussed at least 48 hours in advance of the meeting to the region chair to ensure that both sides of the issue will be present for consideration and understanding. However, a majority vote of those present, after a quorum is established, may provide for immediate consideration of an issue.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

Should a vacancy occur in the region chair position, the alternate chair shall assume the position.

Should a vacancy occur in the region vice chair position, the alternate vice chair shall assume the position.

When filling a chair or vice chair vacancy, where possible the board will fill the position with a candidate from the corresponding Arid or Western area.

Should a vacancy occur in either the alternate chair or the alternate vice chair positions, the region chair shall appoint a replacement from the remaining board members with concurrence from the region board.

Should a vacancy occur in any of the other three remaining board positions, the region chair shall appoint a replacement from a member agency within the appropriate designated area with concurrence from the region board.

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to six individuals; and shall have the same number of members from each Western and Arid areas.

The nominating committee shall pursue qualified members within the region to run for the region board and consider geographic diversity, agency size and focus in selecting a slate.

See current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the 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. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the region board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 9 Rules & Regulations can be amended by a majority vote at any region meeting following advance written notice to member agencies.