



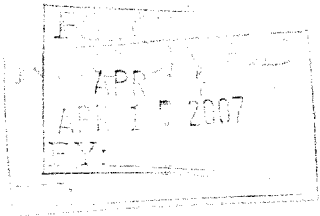
Special District Risk Management Authority  
Maximizing Protection.  
Minimizing Risk.

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### Notification of Nomination – 2007 Election SDRMA Board of Directors

April 12, 2007

Mr. Dan Albert  
Board President  
Monterey Regional Waste Management District  
Post Office Box 1670  
Marina, California 93933-1670



Dear Mr. Albert:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors September 2007 Election is being provided in accordance with the SDRMA Fifth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Director Information Fact Sheet, Nomination/Election Schedule, and SDRMA Election Policy No 2005-02.

General Election Information - Three (3) Directors seats are up for election. Nomination filing deadline is Friday, July 6, 2007. Ballots will be mailed to all SDRMA member agencies during the last week of July. Mail-in balloting will take place in September 2007.

Nominee Qualifications - Nominees must be a board member or full-time management employee and be an active member agency of either SDRMA's property and liability or workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body. Candidates must complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



From the SDRMA homepage, click on the "2007 Nomination Information" button located on the left side of the web page just below the member log-in. All necessary nomination documents and election information may be downloaded and printed.

Nomination documents and election information may also be obtained by contacting SDRMA Member Services Representative Ellen Mirabal at 800.537.7790.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2008 and expire December 31, 2011.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, July 6, 2007.**

Please do not hesitate to contact me at 800.537.7790, if you have any questions regarding the 2007 SDRMA Board of Director Nominations and/or the election process.

Sincerely,  
Special District Risk Management Authority

James W. Towns, ARM  
Chief Executive Officer

**BOARD OF DIRECTORS  
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property, liability and worker's compensation coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven (7) Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board Member Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; <i>represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Three (3) Seats For this Election	3-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2008 and end on December 31, 2011.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy No. 2003-06 and applicable laws.
Number of Meetings per Year	12-Board Meetings Annually: Generally not more than one (1) meeting per month, with an average of nine (9) meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Fourth Wednesday of each month (overnight stay recommended the night prior to the meeting).
Meeting Starting Time	8:30 a.m.: Meetings begin promptly.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."*

# 2007 Election Schedule

# TASK TIMELINE

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
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29	30					

MAY						
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27	28	29	30	31		

JUNE						
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JULY						
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29	30	31				

AUGUST						
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SEPTEMBER						
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						30

OCTOBER						
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28	29	30	31			

NOVEMBER						
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DECEMBER						
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						31

JANUARY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2/7 SDRMA Board approves Election Schedule and two Election Committee Members in February

4/10-12 Mail Notification of Election and Nomination Procedure to Members in April 90 days prior to mailing Ballots (100 actual days)

07/6 Deadline for Members to return nominations to SDRMA Office

07/23-27 Mail Ballots 45 days prior to ballot receipt deadline (49 actual days)

9/14 Deadline for SDRMA to Receive Ballots before Annual Meeting (no set number of days)

9/17-21 Ballots Opened and Counted

9/24-28 Announce Election Results and Notify Candidates

10/3 Board/Annual Meeting - Introduce Newly Elected Directors

12/5 Invite Newly Elected Directors to attend Board Meeting

1/23/08 Newly Elected Directors Seated, Election of Board Officers

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s); and
- WHEREAS, the 5<sup>th</sup> Amended Joint Powers Agreement requires that SDRMA's Board of Directors develop director election guidelines; and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of the Special District Risk Management has an overriding and compelling interest in insuring the accuracy of the election process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections:

1.0 Election Schedule

- 1.1 Not later than February of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0 Election Committee

- 2.1 The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities: The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of Special District Risk Management Authority whose seats are not up for election, the Chief Financial Officer of Special District Risk Management Authority, and the CPA/auditor regularly used and retained by Special District Risk Management Authority at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for Special District Risk Management Authority shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0 Member Notification of Election

- 3.1 Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during April of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include: (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

#### 4.0 Qualifications

- 4.1 Candidates seeking election or re-election to SDRMA's Board of Directors must be a member of the Board of Directors or a full-time management employee (as determined by the governing Board) of an SDRMA member. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2 Each nominated candidate must submit a completed and signed "Statement of Qualifications" (required form attached) on or before the filing deadline in July in order for the candidate's name to be placed on the official ballot. Each nominated candidate's "Statement of Qualifications" must be filed on or before the aforementioned deadline by (1) personal delivery to the Special District Risk Management Authority office; or (2) by U.S. mail received by the Special District Risk Management Authority office. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to the Special District Risk Management Authority.
- 4.3 If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA.

#### 5.0 Nominating Procedure

- 5.1 Candidates seeking election or reelection must be nominated by action of their respective Board of Directors. Only one (1) candidate may be nominated per member agency. A resolution from the candidate's district/agency Board of Directors nominating the candidate must be received by the Authority on or before the scheduled date in July. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in July is required. The nomination's resolution may be hand-delivered to the Authority or sent by U.S. mail.
- 5.2 The Election Committee, as hereinabove defined and comprised, shall review all nominations received from members and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.3 Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of their acceptance or rejection as a qualified nominee for election.
- 5.4 A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

#### 6.0 Campaigning

- 6.1 SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 6.2 Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 6.3 Staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.

6.4 SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. Under existing policy, copying or other charges will apply to some requested items.

6.5 Election mailings to the membership, including ballots and candidates' "Statements of Qualifications", shall be sent Certified Mail, Return Receipt Requested.

## 7.0 Balloting

7.1 A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by certified mail, to each SDRMA member agency, except as provided in Section 7.2 below, no less than forty-five (45) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.

7.2 In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 7.1 shall be waived.

7.3 Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.

7.4 It is required that the Board of Directors of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Board President.

7.5 A member may not vote unless the member was a member of the Authority in good standing on or before the nomination due date for the pending election.

7.6 A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

7.7 A member may vote by using the official ballot provided by Special District Risk Management Authority, or a copy of Special District Risk Management Authority's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Board. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Board will be considered void.

7.8 Ballots may be returned using either hand-delivered or mailed in ballots. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1121 I Street, Suite 300, Sacramento, California 95814-2865.

7.9 Any ballot received after the specified deadline will not be counted and will be considered void.

## 8.0 Election Results

8.1 All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).

8.2 With respect to the election that was held in 2005, the seven candidates that received the most votes were elected to the board, with the four (4) directors receiving the most votes elected to 4-year terms, and the remaining three (3) directors elected to 2-year terms that will terminate December 31, 2007. Prior to December 31, 2007, an election will be held to fill the positions terminating on that date. Those two-year positions shall thereafter automatically and permanently become four-year positions. (Per Bylaws, Article

II, Section 3).

8.3 In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event of more than two (2) tie candidates, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

8.4 Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their district in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

8.5 If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballot and awarding the seat to the candidate receiving the next highest number of votes during the election.

8.6 In the event a director vacancy(s) occurs after the date specified in Section 8.5 above, such appointment, will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities that a vacancy has occurred, and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible personnel of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) applicants shall submit the following, by the date specified in the notice:
  - i) a letter of interest, and
  - ii) a resume, with particular emphasis on the applicant's knowledge of special districts and risk-financing, and
  - iii) a resolution from, or a letter approved by, the applicant's Board of Directors nominating the applicant.
- e) applicants shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for applications; and
- f) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

8.7 A member or candidate, dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

## 9.0 Director(s) Elect

9.1 Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elects will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).

Revised and adopted this 7<sup>th</sup> day of December 2005, by the Board of Directors of the Special District Risk Management Authority, at a special meeting thereof.

This policy rescinds existing Policy No. 2001-01 and all other policies inconsistent herewith.

APPROVED:

ATTEST:

A handwritten signature in cursive script, appearing to read "David Aranda".

\_\_\_\_\_  
David Aranda, President  
Board of Directors

A handwritten signature in cursive script, appearing to read "James W. Towns".

\_\_\_\_\_  
James W. Towns, ARM  
Chief Executive Officer