GO-2.3 Board Officers

The President and Vice President are the elected officers of the Association.

2.3.1 President

The President is an elected officer of the Association and presides at all meetings of the Board, the Executive Committee, and the general membership. The President is responsible to the Board of Directors and the general membership for the duties established by the Bylaws.

2.3.1.1 Duties and Authority

Within the limits of Bylaws and the Duties and Authorities established for Board members, and in coordination with the Executive Director, the President:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but will not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom will be subject to ratification by the Board.
- Appoints Nominating Committee, whose purpose will be to nominate qualified individuals for the offices of President and Vice President of the Association for the succeeding term.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association’s spring and fall conferences.
• Represents and supports the Association’s official policies and positions when acting in capacity of President.

• Represents and promotes the Association’s purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.

• Represents and promotes the Association’s purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.

• Performs other responsibilities assigned by the Board.

• Authorizes expenditures from the Executive Director’s contingency fund in conjunction with the Vice President and Finance Committee Chair.

• Reviews and approves the Executive Director’s monthly expense reports in conjunction with the Finance Committee Chair.

2.3.1.2 Qualification
The President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

2.3.1.3 Term of Office
The members of the Association will elect the President at its fall conference in each odd-numbered year. The President will take office on January 1 of the calendar year following election and will hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed. An elected President is not permitted to succeed himself/herself to that office.

2.3.1.4 Vacancy
Should a vacancy occur in the President’s office, the Vice President will assume the duties of that office and succeed the President for the unexpired term. Should the Vice President not be able to assume this role, the Board will appoint a person to fill the office for the unexpired term thereof.

2.3.1.5 Compensation
The President will serve without compensation by the Association. The Association will reimburse the President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.
2.3.2 Vice President
The Vice President is an elected officer of the Association and is a voting member of the Board. The Vice President is responsible to the Board of Directors and the general membership for the duties established by Bylaws.

2.3.2.1 Duties and Authority
Within the limits of the Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the Executive Director and President, the Vice President:

- Serves as a voting member of the Board.
- Serves as a voting member of the Executive Committee.
- Performs the duties of the President in the President’s absence.
- Succeeds the President for an unexpired term if vacancy occurs.
- Serves on the ACWA/JPIA’s Executive Committee.
- Participates in the Association’s spring and fall conferences.
- Represents and supports the Association’s official policies and positions when acting in capacity of Vice President.
- Represents and promotes the Association’s purposes, policies, and goals at a variety of Association functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the Executive Director.
- Represents and promotes the Association’s purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the Executive Director.
- Authorizes expenditures from the Executive Director’s contingency fund in conjunction with the President and Finance Committee Chair.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the President or Board.
- Performs other responsibilities assigned by the Board and President.

2.3.2.2 Qualification
The Vice President will be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

2.3.2.3 Term of Office
The members of the Association will elect the Vice President at its fall conference in each odd-numbered year. The Vice President will take office on January 1 of the calendar year following election and will
hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

2.3.2.4 **Vacancy**
Should a vacancy occur in the Vice President’s office, the Board will appoint a person to fill the office for the unexpired term thereof.

2.3.2.5 **Compensation**
The Vice President will serve without compensation by the Association. The Association will reimburse the Vice President for necessary, actual, and reasonable expenses incurred in the performance of his/her duties while on Association business. The Association will reimburse the Vice President for expenses incurred for attending conferences, meetings, seminars, and workshops or other events and which are mutually beneficial to the officer and the Association and have been authorized by either the Board or the Executive Director.

2.3.3 **Election of Board Officers**
In accordance with the Bylaws, a Nominating Committee appointed by the President will select candidates for the office of President and Vice President prior to the Association’s fall conference in each odd-numbered year. The committee will present its slate of candidates to the Board at its September meeting prior to the membership meeting at fall conference (see Policy GO-2.6.3.1). The Association members will receive written notification of the date, time, and location of the membership meeting, as well as the committee’s recommended slate of candidates.

2.3.3.1 **Elected Officers**
The elected officers of the Association will be the President and Vice President, who are elected by the members of the Association at its fall conference in each odd-numbered year.

2.3.3.2 **Nomination Criteria**

2.3.3.2.1 **Qualification**
At the time of their election, the President and Vice President will each be an elected or appointed member of the governing body or commission of a member agency of the Association.

2.3.3.2.2 **Resolutions**
An official nominating resolution from the Association member agency on whose board the nominee serves will accompany all nominations for the position of President and Vice President. An authorized signatory of the member agency’s Board of Directors will sign said resolution. September 1, or the first work day thereafter if September 1 falls on a weekend or holiday, is the deadline for the Association to receive candidate nominations.

The Association does not require resolutions of support from other agencies, but the Nominating Committee will review all materials received on behalf of the candidate. An authorized signatory of the member agency’s Board of Directors will sign resolutions of support.
2.3.3.2  Statement of Qualifications
Each nomination will include a statement of qualifications or resume highlighting the candidate’s qualifications for the position.

2.3.3.3  Nominations for Officers from the Floor
Any member of the Association may nominate additional candidates for the office of President and Vice President. Members will make said nominations and seconds from the floor during the election of the offices of President and Vice President at the membership meeting scheduled for said purposes. A resolution of the governing body of the member making and seconding a floor nomination will be required. An authorized signatory of the member agencies’ Board of Directors will sign said resolution. The member agency on whose board the nominee serves will submit a resolution of support if they are not the agency making the floor nomination or second. Said resolutions will be presented to the Clerk at the time of the floor nomination.

2.3.3.4  Additional Procedures for Election of Officers
The Board will have the authority to develop additional procedures for elections of President and Vice President when not otherwise covered by Bylaws.

References:
  California Corporations Code; Bylaws, Articles 3, 8, and 9.

See Administrative Procedure: To be determined.

Revision History:

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<tr>
<th>Revision Date</th>
<th>Description of Changes</th>
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<tr>
<td>7/31/2015</td>
<td>Initial Release</td>
<td>ACWA Staff and Governance Workgroup</td>
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