



2022 League Partner Roles & Guidelines for Engagement

LEAGUE PARTNER PROGRAM MISSION

The League Partner program fosters collaboration between businesses, organizations, and cities to further the priorities of cities in California.

LEAGUE PARTNER PROGRAM GOALS

- Bring League Partner resources to support the Cal Cities strategic priorities and achieving its objectives
- Sponsor and promote the following programs:
 - Cities for Workforce Health
 - Helen Putnam Awards
 - Educational Sessions
 - Networking Events
- Participate in the Cal Cities policy process bringing a variety of voices to the discussion.

LEAGUE PARTNER PROGRAM GOVERNANCE STRUCTURE

The League Partner program was created by and is subject to review by the Cal Cities board of directors. All significant decision making regarding the program's operations is made by the Cal Cities board of directors and Executive Director. Day to day management and operation of the program is conducted by the Public Affairs Department with the consultation of the League Partner Program Executive Committee.

League Partner Executive Committee

- League Partner Executive Committee includes President, 1st Vice President, 2nd Vice President, Immediate Past President and two At-Large committee members.
- President, 1st Vice President and 2nd Vice President will advance in position by order of succession, serving a one-year term in each position on the Executive Committee.
- At-Large members will serve a term of one year. At the end of this term they may be selected to move into the position of 2nd Vice President. If not selected as 2nd Vice President, they will rotate off the committee and the At-Large position will be replaced by a new Premier or Presidential level League Partner.
- League Partner Program representatives must personally participate at the Premier or Presidential level for a minimum of two years to be eligible for an Officer position and their company must currently be a Presidential or Premier level League Partner.
- If a company representative serving as an Officer leaves a League Partner company mid-term, the Executive Committee may appoint a representative to serve out the remainder of the term.
- All guidelines for leadership are subject to exceptions, which would require the formal approval of the Executive Committee.

VENUES FOR LEAGUE PARTNER ENGAGEMENT

Cal Cities Policymaking Process

All decisions on Cal Cities policy positions are made by the Cal Cities board of directors with input and guidance from the Cal Cities seven policy committees.

League Partners at the Premier and Presidential Level may engage in the Cal Cities policymaking process as a non-voting policy committee liaison. Each of the seven policy committees have two League Partner liaison positions, subject to guidelines.

Cal Cities Policy Committee Liaison Guidelines

- Policy committee liaison positions are open to any League Partner Program member company in good standing at the Premier and Presidential levels.
- The League Partner Executive Committee may appoint up to **two (2)** League Partner Program liaisons to each policy committee.
- The policy committees are as follows:
 - Governance, Transparency and Labor Relations;
 - Community Services;
 - Environmental Quality;
 - Housing, Community, and Economic Development;
 - Public Safety;
 - Revenue and Taxation; and
 - Transportation, Communications and Public Works.
- The policy committee liaison position is a non-voting position.
- Policy committee liaisons are representatives of the League Partners Program. Liaisons cannot represent their member company's interests on issues or agenda items that come before any policy committee and should recuse themselves due to conflict of interest.
- The term of liaison is one (1) year.
- Policy committee liaisons may be reappointed to additional one (1) term if space permits. Reappointments will be made by the Partner Executive Committee.
- Each League Partner member company is limited to one (1) liaison per Cal Cities policy committees annually unless otherwise approved by the Executive Committee.
- Policy committee liaisons are expected to attend all Cal Cities policy committee meetings.
- Policy committee liaisons will have the opportunity to brief the Partners on activities in their policy committee during each meeting of the Steering Committee.

Requests to Present at Policy Committees

Cal Cities Policy Committee meetings are open and public meetings and agendas are posted on the Cal Cities website one week prior to meeting dates. If a League Partner would like to present on an issue before a policy committee, they must adhere to the following process:

1. Request to present with the corresponding League Partner Policy Committee Liaisons as well as the Cal Cities Public Affairs Director. The Public Affairs Director will coordinate with the Deputy Executive Director of Advocacy and Public Affairs on the request.
2. Once a request has been made, the Public Affairs Director will notify the League Partner whether their request was accepted or denied.
3. If denied, Cal Cities staff will work with the League Partner to ensure that their issues are noted and conveyed.

Depending on the issue and the committee agenda, League Partners may or may not be asked to present to committee members directly as part of the agenda. All agenda content presented before the committee is subject to the discretion of the committee chair. However, League Partners can address the committee on any issues of concern during the public comment period at each committee meeting.

League Regional Division Meetings

League Partners can attend regular membership meetings in any of the Cal Cities sixteen regional divisions.

- Partners must coordinate and RSVP with the corresponding Regional Public Affairs Managers directly in order to attend meetings.
- Premier and Presidential level League Partners are recognized through printed material or PowerPoints at Cal Cities Division meetings and are introduced and thanked during each meeting.
- Due to space issues, League Partner companies may be asked to limit the number of attendees at division meetings.
- League Partners are also asked to cover any meal cost associated with the meeting.
- Partners are encouraged to submit division presentation ideas via the League Partners Speakers Bureau and Expert Session online portal as described under League Partner-Led Educational Opportunities. Those proposals are then distributed to Regional Public Affairs Managers for consideration by Division Executive Officers.

Cal Cities Municipal Department Conferences

League Partners may participate in any of the Cal Cities Departmental Conferences.

- Departmental conferences require a registration fee to attend, however League Partners may use one of their League Partner registrations to attend depending on their membership level.
- The League Partner program sponsors a networking event at many key departmental conferences to provide a venue for engagement between League Partners and city officials.
- League Partners may host their own dinners and small receptions as long as not scheduled during conference programming or non-compete times. Confirm with Cal Cities education and conference staff before scheduling events.
- League Partners are encouraged to submit session proposals via the online submission link as part of the conference planning process. League Partners are notified via email when the call for proposals opens for each conference which typically happens months in advance of the conference dates.
- All educational sessions presented at department conferences are determined by a program selection committee made up of members of the department.

League Annual Conference and Expo

The Cal Cities Annual Conference and Expo brings together approximately 2,000 city officials from across the state for three days of meetings, networking events, educational sessions and exhibit opportunities.

- League Partners can attend the League Annual Conference and Expo by paying a conference registration or using their League Partner registrations (depending on membership level). *Once League Partner registrations are used, League Partners will pay the non-member rate.
- Premier League Partners receive an expo booth space with preferred booth selection.
- All League Partners may purchase booth space in addition to their League Partner membership. Expo booth space may be purchased by contacting the Cal Cities Expo Manager.
- The League Partners are recognized by the Cal Cities board of directors at their meeting at the Annual Conference. This recognition ceremony is followed by a networking reception which is open to all League Partners and members of the Cal Cities board of directors.
- League Partners may host their own dinners and small receptions as long as not scheduled during conference programming or non-compete times. Confirm with Cal Cities staff before scheduling events.
- Regional Divisions hold breakfast, lunch or dinner meetings during the Cal Cities Annual Conference. League Partners are invited to attend these meetings and should RSVP in advance, as space is limited.
- Cal Cities Departments hold business meetings during the Cal Cities Annual Conference and Expo. These meetings are open to League Partners and occur on the first day of the conference.
- League Partners have several opportunities to present educational content at the Cal Cities Annual Conference and Expo. League Partners may submit session proposals through the Cal Cities online call for Annual Conference session proposals, which typically opens in January. Additionally, Premier and Presidential level League Partners have the ability to present as part of the League Partner exclusive session tract during the conference.

League Partner-Led Educational Opportunities

The League Partner program provides opportunities to present educational content to Cal Cities members through various venues.

- League Partners may submit proposals for educational sessions via the [online League Partners Speakers Bureau and Expert Session Registry](#) which is used to create content for several League Partner-led educational outlets throughout the year.
- League Partner program presents a tract of educational sessions each year at the Cal Cities Annual Conference and Expo. Participation in these sessions is open to League Partners at the Presidential and Premier level. Partners are encouraged to submit session proposals online for consideration for these sessions.
- The League Partner program presents online educational sessions to Cal Cities members as part of its webinar series. The ability to present webinar session content is a benefit that is open to Premier level League Partners.
- League Partner session proposals are shared with Regional Public Affairs Managers for consideration as regional division presentation. All regional division meeting content is determined by division executive officers.

- League Partner session proposals are shared with Cal Cities legislative staff for consideration as policy committee presentations. Occasionally informational updates are made to the Cal Cities policy committees on various topics. Policy Committee agenda items are determined by committee chairs in conjunction with Cal Cities legislative staff.

Use of Cal Cities Logo by League Partner Organizations

League Partner organizations are not permitted to use the Cal Cities logo without specific permission. The use of the logo on marketing materials, correspondence or other communications is subject to review and approval by Cal Cities staff. Requests should be made to the Public Affairs Director.