

ICMA MIDWEST REGIONAL VICE PRESIDENT SCREENING PROCESS

1. Each year the Midwest Region of ICMA will appoint a Regional Candidate Screening Committee to be comprised of the president of each state association or his/her designee from the state association board.
2. The Screening Committee will follow the ICMA Executive Board's policy to screen nominees who will provide a balanced board that represents the profession and those served by it. The committee will use the following criteria, established by the board, to evaluate candidates:
 - Experience in local government;
 - Service to ICMA and its affiliates;
 - Diversity in the nominees and the continuing board members with whom they will serve in terms of geography, ethnicity, gender, position, and size and type of local governments;
 - Demonstration of ethical behavior;
 - Support of the profession through the ICMA Fund for Professional Management or by other means;
 - Commitment to follow the election guidelines;
 - Quality or caliber for board service; and,
 - Participation in ICMA's Voluntary Credentialing Program.

In addition, the region may consult with current regional vice presidents to identify any targeted board diversity/makeup to be considered in the annual nomination process.

3. The Midwest Region Candidate Screening Committee will only consider candidates who meet requirements of ICMA for board members and who will submit all necessary paperwork for the nomination process.
4. All ICMA Midwest Vice Presidential positions will be subject to the regional candidate screening process, including the non-CEO position. This modification to the previous Rotation Agreement will henceforth open up nominations on a Region-wide basis, and will assist the Midwest Region in achieving appropriate representation on the ICMA Board that is reflective of the diversity of our region in terms of member ethnicity and gender, city/county/township size and location.
5. To achieve representational balance in the region, the candidate screening process will be subject to the following rotation system:
 - a. The rotation system among the states in the Midwest Region shall be established according to the following assignment of states:

State Group "A"

Minnesota, Missouri, Wisconsin, Iowa, Indiana

State Group "B"

Michigan, Illinois, Ohio

- b. Vice Presidential positions shall be screened according to the following rotation process:

Vice President Position #1

Selected by: State Grouping "A"

Years to be Elected:

2006
2009
2012
2015

Vice President Position #2

Selected by: State Grouping "B"

Years to be Elected:*

2007
2010
2013
2016

Vice President Position #3/Designated as Non-CEO Position

Selected by: Not included in Rotation System

Years to be Elected:*

2008
2011
2014
2017

*amended to reflect/correct appropriate dates for position selection at Midwest Regional meeting, ICMA Conference, Minneapolis, Minnesota, September 2005.

The Non-CEO position shall not be from the state as one of the “traditional” Midwest Regional Vice Presidents, unless there are no other qualified candidates from the region who meet the requirements for serving on the ICMA Executive Board as established by the policy referenced above in this agreement.

- c. No state may succeed itself on the ICMA Board (there should be a minimum one-year gap for any state’s representation on the board), unless there is no qualified candidate from another state in the State Group who meets the requirements for serving on the ICMA Executive Board as established by the policy referenced above in this agreement.
 - d. No state in the region shall be represented on the ICMA Board more than twice in any ten-year period, unless there is no qualified candidate from another state in the State Group who meets the requirements for serving on the ICMA Executive Board as established by the policy referenced above in this agreement.
6. The following process is established to ensure that all ICMA members in the Midwest Region are aware of the screening process/rotational nominations and to ensure that all ICMA members and members of affiliate organizations have been advised of these annually of the need to solicit nominations to be screened by the regional nominating committee:
- a. Annually, a letter or email will be sent to the current state association presidents advising of their role in the process and the need to identify candidates from the region.
 - b. Annually a letter or email will be sent to all ICMA Midwest Region members to advise of this screening/rotational nomination process and to solicit nominations for that year for ICMA Midwest VP candidates.
 - c. ICMA and the Midwest Region will work cooperatively to ensure contact has been made with affiliate groups to include them in the Regional Candidate Screening Committee process. This process will include an annual letter written to the national office of the affiliate organization and, if appropriate, letters written to the state chapters of the affiliate organization to invite participation in the nomination process.
 - d. To ensure continuity of this process, the Illinois City/County Management Association has agreed to manage this process of sending notice to all ICMA Midwest Region members and to the national office of the affiliate organizations each year. All states that are party to this agreement have also agreed to share cost for this administrative expense if requested by the Illinois City/County Management Association.

7. The Regional Candidate Screening Committee will meet annually at the Midwest Regional meeting to interview candidates from the region who are submitted through the above process to submit to the ICMA Nominating Committee.
8. The Regional Candidate Screening Committee will submit annually a minimum of two (2) qualified candidates to the ICMA Nominating Committee and in doing so, will consider the selection criteria as provided in the above-referenced ICMA Executive Board Policy. If there are fewer than two qualified candidates, the Regional Candidate Screening Committee may endorse only one candidate. This process does not discourage the submission of petitions by individuals directly to the ICMA Nominating Committee.
9. Along with the two qualified candidate names, the Regional Candidate Screening Committee will submit annually to the ICMA Nominating Committee a report that outlines the qualifications of the submitted candidates as well as any comments it feels is appropriate on other candidates who were not submitted as the recommended candidates from the Region. Additionally, this report will include a discussion on the process undertaken by the Regional Candidate Screening Committee to solicit nominations from both the ICMA Midwest membership and the affiliate organizations as identified by ICMA.
10. The ICMA National Nominating Committee will retain final approval on any endorsed candidates. However, in the interest of good communications and in assisting the region in better identifying future candidates, the Midwest Regional Candidate Screening Committee would appreciate any feedback on reasons for the regional candidates not being endorsed by the National Nominating Committee to ensure the process works better in the future.
11. In 2016, this agreement shall be reviewed by the State Associations and the ICMA Midwest Vice Presidents before the 2016 Annual Midwest Regional Meeting to determine if amendments to ensure that ICMA members from all states in the northeast region have a fair opportunity to serve on the ICMA Executive Board. If there are no amendments agreed to by at least two-thirds of the State Associations at the 2016 Midwest Regional Meeting, this screening and rotational nomination process agreement shall automatically continue.

Attachment "A"

Schedule for Annual Midwest Candidate Screening Process

Early January—Letters to State Association Presidents and ICMA Affiliate Groups providing information on the ICMA nomination process, Midwest Regional Candidate Screening Process, and requesting the nomination of potential candidates from these groups for the Midwest Screening process.

Mid-February—Deadline for receiving Midwest Region nominations for Midwest Regional Candidate Screening process.

March/April—Regional Candidate Screening Committee meets at Midwest Regional Meeting to interview candidates that have been endorsed by a State Association, an affiliate organization or by petition as required by the rules governing the election of ICMA Vice-Presidents.

June--Regional Candidate Screening Committee report to ICMA Nominating Committee (report to include a minimum of 2 recommended candidates as well as discussion on the process followed to solicit applications for the regional screening process from the state associations and the affiliate organizations.

Attachment "B"

Sample Letter to State Associations/Affiliate Groups Requesting Candidates

Dear _____:

The Midwest Regional Screening Committee cordially invites you to consider nominating a person/persons from your association that you would like to have considered as an ICMA vice presidential candidate from the Midwest Region. The deadline for these nominations is _____.

From these preliminary nominations, the Committee will conduct interviews at the Midwest Regional Meeting in Chicago, Illinois, and then prepare recommendations of at least two (2) regional candidates to the ICMA Nominating Committee.

The Midwest Regional Screening Committee and the ICMA Nominating Committee are looking for Corporate Members of ICMA who can provide a balanced board that represents the profession and those served by it. Additionally, the following criteria will be used by both the Regional Screening Committee and the ICMA Nominating committee to evaluate candidates:

- Experience in local government;
- Service to ICMA and its affiliates;
- Diversity in the nominees and the continuing board members with whom they will serve in terms of geography, ethnicity, gender, position, and size and types of local governments;
- Demonstration of ethical behavior;
- Support of the profession through the ICMA Fund for professional management;
- Commitment to follow the election guidelines;
- Quality or caliber for board service; and
- Participation in ICMA's Voluntary Credentialing program.

We sincerely hope that your association will put forward one or more candidates for our regional screening process. Please send your suggestion by February 15, _____ to the Midwest Regional Screening Committee, c/o Illinois City/County Management Association, _____.

Lastly, our Midwest Region has a new agreement that governs the nomination of candidates to ensure appropriate rotation of candidates throughout the region. Attached is a copy of that agreement that explains in detail the regional rotation as well as the process for screening nominees from our region.

Thank you in advance for your assistance in identifying qualified candidates for our upcoming ICMA Midwest Region Vice President candidate screening process. Your continuing assistance in ensuring appropriate representation from the Midwest Region is very much appreciated. We look forward to hearing from you on this very important issue.

Sincerely,