

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

2. BOARD AND COMMISSION BYLAWS

G. Officers

(I) Selection of Chair and Vice Chair

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The Board of Building Code Appeals must meet in July to select a chair and vice chair if no meetings are scheduled in the future. The selection of chair and vice chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

(II) Chair's Role and Responsibilities

- (a) Attends training in how to be an effective chair prior to assuming the role.
- (b) Presides at meetings of the board or commission, and follows Brown Act requirements for conducting meetings.
- (c) Serves as a liaison to Council at City Council meetings.
- (d) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (e) Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council.
- (f) Board and commission chairs or a designated alternate may always attend Council meetings to present the board or commission's position to Council. However, they must attend Council meetings to present the board or commission's position to Council on any non-consent calendar item previously addressed by the board or commission when only action minutes from the board or commission meeting are available to Council. The chair or designated alternate shall report back to their board or commission on Council's discussion and ultimate decision.

- (g) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.
- (h) Meets with Council in a study session setting on a regular schedule at least annually.

(III) Vice Chair's Role and Responsibilities

- (a) Attends training in how to be an effective vice chair prior to assuming the role.
- (b) Serves as the presiding officer in the absence of the chair.
- (c) Joins board or commission chairs in meetings with Council in a study session setting on a regular schedule at least annually, per Section G.(II)(h).

From "*The Standard Code of Parliamentary Procedure*" by Alice Sturgis

Electing the Chair and Vice Chair

1. Open Nominations:
 - a. Presiding officer may say: "Are there nominations for the office of Chair?"
 - b. Any member may say: "I nominate _____"
 - c. No second is necessary.
 - d. Presiding officer will ask: "Are there further nominations for the office of Chair?"
 - e. Repeat until no further nominations.
2. Close Nominations:
 - a. Presiding officer declares nominations for that office closed.
 - b. Motion to close is not necessary.
3. Nominations are voted upon in the order taken.
 - a. The member receiving the necessary vote is elected.

Electing a Temporary Chair in the absence of both Chair and Vice Chair

1. Open Nominations:
 - a. Secretary or Liaison should inform the members that in the absence of both Chair and Vice Chair, a Temporary Chair (or Chair Pro Tem) must be elected to serve as presiding officer for this meeting only.
 - b. Secretary or Liaison may say: "Are there nominations for Temporary Chair for this meeting?"
 - c. Any member may say: "I nominate _____"
 - d. No second is necessary.
 - e. Secretary or Liaison will ask: "Are there further nominations for Temporary Chair?"
 - f. Repeat until no further nominations.
2. Close Nominations:
 - a. Secretary or Liaison declares nominations for Temporary Chair closed.
 - b. Motion to close is not necessary.
3. Nominations are voted upon in the order taken.
 - a. The member receiving the necessary vote is elected for this meeting only.