



COMMITTEE ACTION SUMMARY SHEET

MEETING DATE: February 27, 2025

TOPIC Election of Committee Chair and Secretary

BACKGROUND BRIEF:

The first order of business for the DDA Public Infrastructure Fund Committee should be to elect a Committee Chair and Secretary. The Chair is responsible for presiding over Committee meetings, enforcing any Committee meeting rules, working with the Committee Secretary to prepare meeting agendas, and certifying any formal actions of the Committee. The Secretary is responsible for preparing and publishing Committee notices, taking notes at Committee meetings and preparing meeting minutes, providing for the safekeeping of all documents of the Committee, and handling communications to and from the Committee.

It would be appropriate to first elect a Chair by seeking nominations, closing nominations, and then voting on the nominations by stating the name of the candidate for which each member desires to serve in the position. The Committee would then follow the same procedure for election of a Secretary.

SUMMARY OF PREVIOUS COMMITTEE ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

#1 – To elect the Chairperson for the DDA Public Infrastructure Fund Ad Hoc Committee.

#2 – To elect the Secretary for the DDA Public Infrastructure Fund Ad Hoc Committee.