



## HISTORICAL COMMISSION AGENDA REPORT

**Meeting Date:** October 28, 2024  
**Subject:** Election of Chair and Vice Chair  
**Prepared by:** Sean Gallegos, Senior Planner  
**Attachments:** [Commission Handbook](#), dated September 12, 2023

### **Recommendation**

None

### **Summary**

The Commission will nominate and elect a Chair and Vice-Chair to serve until the first meeting in October 2025.

### **Background**

#### **Election of Chair and Vice-Chair: Process Overview**

The election of the Chair and Vice-Chair is conducted in accordance with the procedures outlined in the City's *Commission and Committee Handbook*. All commission members are eligible to serve in these leadership roles, provided they meet the outlined requirements. The process is as follows:

1. **Nominations for Chair:**

The current Chair, Commissioner Adams, will formally open the election process by calling for nominations for the position of Chair. Any commission member may nominate a fellow member for the role, and no second is required for a nomination to be valid. Once all nominations have been received, the Chair will close the nomination period. Commissioner Coe currently serves as Vice-Chair and is also eligible for nomination.

2. **Voting for Chair:**

Following the nomination process, a vote is taken among the commission members. Voting is typically done by voice vote or a show of hands, unless a secret ballot is

requested. A simple majority of the members present and voting is required to elect the new Chair. In the event of a tie, the vote is repeated until a majority is reached.

**3. Nominations and Voting for Vice-Chair:**

After the Chair has been elected, the same process is followed to nominate and elect a Vice-Chair. Members may nominate a fellow commissioner for the Vice-Chair role, followed by a vote requiring a simple majority for election.

**Term Limits and Rotation Requirements:**

It is important to note that no commission member may serve consecutive terms as Chair. This ensures an annual rotation in leadership and fosters diverse representation in the Chair position. Both the Chair and Vice-Chair serve one-year terms, with elections taking place annually during the commission's first meeting in October.

**Chair and Vice-Chair Responsibilities:**

The Chair is responsible for presiding over all commission meetings, setting the meeting agenda in collaboration with staff, and ensuring that meetings are conducted in accordance with the *City's Rosenberg's Rules of Order*. The Vice-Chair acts in the absence of the Chair, assuming all duties as necessary.