



## SENIOR COMMISSION AGENDA REPORT

**Meeting Date:** October 7, 2024

**Subject:** Senior Commission Reorganization

**Prepared by:** Jaime Chew, Parks & Recreation Deputy Director

**Initiated by:** City Staff

### **Staff Recommendation**

Submit nominations and appoint a Chair and Vice Chair for 2024-25 term year

### **Summary/Project Description:**

Commission Reorganization

### **Background**

The election of a Commission Chair and Vice Chair are governed by the Commission and Committee Handbook:

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of the commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Any member of the Commission may serve as Chair and Vice Chair. The current Chair will ask for nominations for one position at a time. Any member may nominate a Commissioner to serve. Nominations do not require a second. Once nominations for the position are closed, the Commission will vote. If a majority of members approve, that member will serve as Chair or Vice Chair for the year.

Upon the conclusion of the election for Chair and Vice Chair, the person elected Chair will take over presiding over the meeting.



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**Discussion/Analysis**

The Commission will need to submit nominations and appoint a Chair and Vice Chair for the 2024-25 term year.