



TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Parks & Recreation Commission Reorganization

RECOMMENDATION:

Submit nominations and appoint a Chair and Vice Chair for 2022/2023 term year

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 rotate annually. Election of Chair and Vice Chair occurs at the first meeting in April.

The role of the Chair is to preside at the 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.

Attachments:

1. Cheat Sheet for Chair – How to Run a Meeting