

Diversity, Equity and Inclusion Committee Staff Report

Date: September 8, 2026

From: Zoe Mombert, Assistant to the City Manager

Subject: Chair and Vice Chair Selection

Recommended Action:

No action required, informational only.

Background:

The committee will be asked to select a Chair and Vice Chair at the December 2026 or January 2027 committee meeting. This is an opportunity to discuss the Chair and Vice Chair positions and process in advance of that meeting.

The Diversity, Equity and Inclusion Committee Bylaws, adopted in May 2021 (Resolution 2893) and revised in December 2023 (Resolution 3104), require the committee to select a chair and vice chair annually:

Section 6. Organization: At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.

The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.

The Chair presides over the meeting and the Vice – Chair runs the meeting when the Chair is absent. Chair Karla Brashear and Vice – Chair Erika Pham did not seek reappointment to the committee for personal reasons at the end of 2025, therefore there is not an existing, chair or vice chair.

The committee must select a new chair and new vice chair at the beginning of the meeting. Committee members may nominate themselves or another member of the committee to serve as chair or vice chair. (A nominated committee member must agree to the nomination.) The committee will have an opportunity to discuss chair or vice chair candidate(s) before a motion is made. The motion for Chair and Vice – Chair can be done in one motion or separate motions.

Fiscal Impact:

N/A

Attachments:

N/A