HUMAN SERVICES COMMISSION DECEMBER 9, 2025
NEW BUSINESS

SUBJECT: **ELECTION OF CHAIR AND VICE CHAIR**

PREPARED BY: **CITY CLERK'S DIVISION**

(Melissa Crowder, City Clerk)

STATEMENT ON THE SUBJECT:

The Human Services Commission will nominate and elect a new Chair and Vice Chair.

RECOMMENDATION:

Conduct the annual election of the Chair and Vice Chair.

BACKGROUND/ANALYSIS:

The Human Services Commission Bylaws state that at its November meeting, the Human Services Commission shall elect a Chair and Vice Chair from its members. All election(s) of the Chair and Vice Chair shall be conducted by the City Clerk or their designee in accordance with the process developed by the City Clerk's Office.

The term of the Chair and Vice Chair shall be one year, and no Human Services Commissioner shall serve more than one consecutive term as Chair. In order to be nominated, the Human Services Commissioner must have served on the Human Services Commission for at least six (6) months prior to the election. Additionally, the current Chair shall not be eligible for nomination as Vice Chair.

This information can be found beginning with Section 3 of the Bylaws, as well as information regarding the role of the Chair and Vice Chair. For your convenience it is outlined below:

> **3.1 Officers.** The Human Services Commission shall elect from its membership a Chair, who shall preside over Human Services Commission meetings. The Human

Services Commission shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:

3.1.1 To call to order the Human Services Commission meeting and to conduct the order of business as set forth in the agenda.

3.1.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Human Services Commission;

3.1.3 To move, second, debate and vote;

3.1.4 To rule motions in or out of order;

3.1.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;

3.1.6 To rule on questions of parliamentary procedure based generally on Rosenberg’s Rules of Order;

3.1.7 To sign all resolutions and other documents necessitating his or her signature;

3.1.8 To call a brief recess during a meeting;

3.1.9 To appoint commissioners to subcommittees with the approval of the Commission; and

3.1.10 The presiding officer shall maintain decorum by completing the business of the body as described on the agenda within a reasonable time; conduct business in a professional, businesslike and respectful manner that allows for meaningful deliberation and focuses on issues; incorporate public participation in a way that satisfies the requirements of the Brown Act and provides the public a meaningful, yet managed, role in the meeting; and use parliamentary procedure as a tool for organizing actions of the body and not an obstacle to getting business accomplished.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the Human Services Commissioners present.

3.2 Organizational Meeting. At its meeting in November, the members of the Human Services Commission shall elect a Chair and Vice-Chair from among its members.

All election(s) of the Chair and Vice-Chair shall be conducted by the City Clerk or their designee, in accordance with the process developed by the City Clerk's Office.

3.3 Term of the Chair and Vice-Chair. The term of office of the Chair and Vice-Chair shall be one year. A Human Services Commissioner shall not serve more than one consecutive term as Chair. Nothing shall prevent the Human Services Commission from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting. If, due to extenuating circumstances, a Chair or Vice-Chair serves less than 9 months, they shall be eligible to be nominated and re- elected to serve a consecutive term of one year at the annual election in November.

3.4 Eligibility Requirements of the Chair and Vice-Chair. A Human Services

Commissioner shall not serve as Chair unless they have served on the Commission for at least six (6) months prior to the election, except in the event that no qualifying members are able to serve. In that case, nominations will be open to any member of the body for consideration. The current Chair of the Commission/Board is not eligible for nomination as the Vice-Chair.

OFFICE OF PRIMARY RESPONSIBILITY:

CITY CLERK'S DIVISION

ATTACHMENT:

Attachment A - Chair and Vice Chair Election Procedures

CHAIR AND VICE CHAIR ELECTION PROCEDURES

1. The City Clerk (or designee) opens nominations for the election of the Chair.

2. The City Clerk (or designee) closes nominations.

3. The City Clerk (or designee) conducts a roll call vote.

4. If there is a tie, there is a run-off roll call vote on the top two nominees.

5. Steps 1-4 are repeated for the election of the Vice Chair.