
Commission Meeting Schedule and Elections

Introduction

Each year the Commission reviews and approves its proposed meeting dates for the following year. This is an action item to correct the 2005 Commission meeting dates due to a typographical error.

Each year the Commission schedules its election for Chair and Vice Chair at the last meeting of the calendar year of the Commission. Due to the lack of new appointments the Chair has requested a discussion of whether the policy manual should be changed and the election postponed until new members are appointed.

Background

At the May 2004 Commission meeting, the Commission selected Schedule C as the 2005 Commission meeting dates. Schedule C had a typographical error in the date listed for the March Commission meeting. The date listed is Friday, March 11, 2005, and it should be Thursday, March 10, 2005.

Recommendation

Staff recommends the Commission correct the 2005 Commission meeting schedule to reflect March 10, 2005 as the date of the March Commission meeting and direct staff regarding the election schedule.

§ 301. PROCEDURE FOR THE ELECTION OF OFFICERS

- (a) The election for Chair and Vice Chair shall be at the last meeting of the calendar year of the Commission. Notice of the pending election will be given at the meeting immediately preceding the last meeting of the calendar year of the Commission. All commissioners will be appropriately advised concerning pending elections.
- (b) There are two ways of nominating, one by mail and one in open session. In either case, if an individual plans to nominate, it is his/her responsibility to procure the consent of the individual to be nominated.
- (c) During the 30 days preceding the last meeting of the calendar year, nominations by mail for Chair and Vice Chair may be submitted to the Executive Director. If a nomination is being made by mail, it is to be submitted by the date set by the Executive Director and announced in open session at the time of nominations. Nominations may be made orally in open session at both the meeting immediately preceding the last meeting of the calendar year and the last meeting. At the last meeting of the year, each nominee shall make a presentation, not to exceed five minutes in duration, concerning his or her vision for the Commission's future and how his or her attributes will contribute to that vision.
- (d) The Chair and Vice Chair shall be selected by roll call voice vote, and both elections shall be conducted by the Executive Director. Commissioners shall be called upon alphabetically and each shall announce his or her choice. If there are more than two nominees for either Chair or Vice Chair and no nominee receives a majority of the votes of those present, then the two nominees receiving the greatest number of the votes of those present will be selected for runoff election which shall be conducted immediately thereafter by roll call voice vote. Commissioners' votes shall be duly recorded in the official record of the proceedings.
- (e) In the event a nominee receives a majority of the votes of the current eligible voting members (i.e., 1 more than 50%) at the election, then the election shall become final, and he or she shall assume office immediately upon the conclusion of the Commission meeting. No proxy votes are permitted. In the event a nominee does not receive a majority vote, then the election will not be officially concluded until any absent members are given the opportunity to cast a vote as the first order of business at the next scheduled Commission meeting. Immediately upon announcement by the Executive Director that the election is completed, the newly elected Chair and/or Vice Chair shall assume office.