



Legislation Details (With Text)

File #: 22-618 **Version:** 1 **Name:**

Type: Information/Discussion Item **Status:** Agenda Ready

File created: 9/19/2022 **In control:** Human Rights Commission

On agenda: 9/28/2022 **Final action:**

Title: Election of Human Rights Commission Chair Due to Vacancy.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Human Rights Commission Meeting Date: September 28, 2022

To: Human Rights Commission

From: Claudia Garcia, Staff Liaison

Election of Human Rights Commission Chair Due to Vacancy.

Action Requested:
Consideration of Election of Human Rights Commission Chair.

Summary Report:
The Human Rights Commission will nominate and vote a new chair due to the resignation from the HRC Chair, Linda Larson on August 15, 2022. Adam Wale is currently serving as Vice-Chair and Veronica Gamino is serving as Secretary.

The following are excerpts to relevant section of the bylaws (not complete section) related to the duties of the Chair and Vice-Chair as well as vacancies:

I. OFFICERS

The officers shall consist of Chair, Vice Chair, and Secretary.

II. DUTIES OF OFFICERS

CHAIR

1. Preside over meetings.
2. Assist the city staff in the collection of materials and preparation of an agenda prior to each meeting.
3. Work with city staff in bringing human rights issues to the City Council, School Board, other commissions in the city as well as official bodies outside the city, and any other organization which has interactions with the City or

Commission. The Chair may serve as Commission representative in these matters, or may delegate those responsibilities to members of the Commission.

4. Carry out those additional duties that the Commission may from time to time recommend.

VICE CHAIR

1. Represent the Chair in the Chair's absence.
2. Assist the Chair in carrying out the duties of the chair.
3. Carry out additional duties that the Commission may from time to time recommend.

SECRETARY

1. Make a record of and prepare minutes of each meeting of the Commission, and with the assistance of City staff see to the distribution of minutes and other reports.
2. Assist city staff in maintaining a roster of Commission members, their telephone numbers, post office addresses, and e-mail addresses.
3. Maintain a record of attendance at Commission meetings.
4. Assist city staff in maintaining records of Commission correspondence and activities.
5. Carry out additional duties that the Commission may from time to time recommend.

IV. TERMS OF OFFICERS

1. The terms of officers shall be one year, with the term of the Chair not to exceed more than two consecutive years. Officers shall assume their responsibilities at the regular February meeting.
2. If an officer of the Commission resigns or vacates the position for any reason during the term, the position will be filled at the next regular meeting.

Staff will give a summary introduction to the topic as outlined in the memo. Staff recommends a nomination process which is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. It is recommended to use the following process of taking nominations from the floor (per Roberts Rules of Order option):

1. Vice Chair announces that "we will take nominations for the position of Chair from members of the floor for the office of "Chair."
 - a. Any member may then call out, for example "I nominate fill in name," without needing to be recognized by the chair. No seconds are necessary. The chair then announces, "fill in name is nominated."
 - b. When it appears that everyone who wishes to make a nomination, the Chair says, "Are there any further nominations? [Pause.] If not, [pause] nominations are closed."
 - c. Individuals who were nominated could choose to remove themselves from consideration of appointment. They should state "I respectfully decline my nomination."
 - d. If only one candidate has been nominated for an office, the chair simply declares the nominee elected.
 - e. If there is more than one candidate a written ballot process will be conducted with the one receiving majority approval. Staff will have paper and pencils available at the meeting for the ballot vote. The election becomes final when the chair announces the result of the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline.
2. If applicable, repeat process above with new Chair to lead for "Vice-Chair" office should Vice-Chair office become vacant due to new appointment.
3. If applicable, repeat process above for "Secretary" office should the Secretary office become vacant due to new appointment.

The board does not currently have any formal process of rotation of officers. However, as noted earlier the Chair position is limited to 2 terms total.

The officers would take office immediately after election of all officers is completed as there are no special bylaw provisions for a later date to take office

Only voting members of the Commission may hold office as Chair and Vice Chair. Youth members are also not eligible to be elected.

Alternative Options:

None recommended.

Financial Impacts:

NA

Tentative Timelines:

NA