

Community Services Commission  
Elections and the Role of CSC Chair and Vice Chair  
Staff Recommendations  
12/12/07

**Role of the Chairperson**

- To work with City staff in the creation of the meeting agendas
- To call the meeting to order
- To ensure there is a quorum of the members present
- To ensure with the help of City staff that the meeting was properly noticed in accordance with open meetings law
- To facilitate the meeting in a smooth and efficient manner using Roberts Rules of Order
- To represent the Commission in annual budget meetings with the Mayor
- The chairperson does not vote unless there is a need to break a tie vote
- The chairperson generally does not enter into discussion. If they want to enter into discussion, they first relinquish the chair to the vice chair, provide their comments on the specific topic and then take back the chair.
- The Chairperson should have a thorough knowledge of Roberts Rules of Order

**The role of the Vice-Chairperson**

- To work with City staff in the creation of the meeting agendas when the Chairperson is unable
- To call the meeting to order when the when the Chairperson is absent
- To ensure there is a quorum of members present when the Chairperson is absent
- To ensure with the help of City staff that the meeting was properly noticed in accordance with open meetings law when the Chairperson is absent.
- To facilitate the meeting in a smooth and efficient manner using Roberts rules of Order when the Chairperson is absent
- To represent the Commission in annual budget meetings with the Mayor when the Chairperson is unable
- Participates in all discussion and voting unless serving in the Chairpersons absence
- To temporarily serve as the Chairperson if the Chairperson wants to enter into the discussion of an item
- Should have a thorough knowledge of Roberts Rules of Order

**Suggested Election Process:**

**Timing:**

At the end of the two- year funding process, (October 2008 meeting) an election will be held to fill the offices of Chair and Vice Chair. Elections will be held every two years after that date.

**Election Process:**

1. The intent to select Chair and Vice Chair must be noticed in compliance with Open Meeting's Act as an agenda item.
2. Commission members shall self nominate to a stated office with a brief explanation of interest, and stated commitment to serve a two year term.
3. The Chair and Vice Chair will be elected by a majority voice vote of members present in separate processes.