



Administrative Report

J.2., File # YC25-1345

Meeting Date: 10/2/2025

TO: RECREATION AND PARKS COMMISSION
FROM: KELLY ORTA, DEPUTY COMMUNITY SERVICES DIRECTOR

TITLE

ELECTION OF OFFICERS

RECOMMENDATION

Staff recommends that the Commission nominate and select a Chairperson, Vice Chairperson, and Secretary.

BACKGROUND

Elections of Officers for the City's commissions are conducted annually, typically at the regularly scheduled October meeting, per the City's Municipal Code. Any member of the commission may serve as Chairperson, Vice Chairperson and Secretary and there is no limit to the number of terms a Commissioner may serve for each role. The term of service is for approximately one year or until the next annual Election of Officers is held.

The Chairperson serves to oversee the commission's regular meetings and maintains the flow of the agenda and the decorum of the meeting. The Chairperson remains a voting member of the commission. The Vice Chairperson fills in for the Chairperson in their absence. The role of Secretary is ceremonial, so there are no dedicated tasks for this position. Staff will continue to facilitate meeting minutes and other administrative responsibilities required of the commission.

It is recommended that the commission receive nominations and select a Chairperson, Vice Chairperson and Secretary.

ATTACHMENTS

None