



# Administrative Report

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J.1., File # CA24-1800

Meeting Date: 11/20/2024

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**TO:** CULTURAL ARTS COMMISSION  
**FROM:** GARY MARGOLIS, CULTURAL ARTS MANAGER

## **TITLE**

ORGANIZATIONAL MEETING OF THE CULTURAL ARTS COMMISSION - ELECTION OF OFFICERS

## **BACKGROUND**

Redondo Beach Municipal Code 2-9.101 requires that "Each board or commission shall meet as soon after the first day of October of every year as practical for the purpose of organizing. At such organization meeting, the boards and commissions shall organize themselves by electing one of its members to serve as chairperson for the ensuing year and one of its members as secretary." The Municipal Code does not set forth the responsibilities of the officers, but it does say that "Each board or commission may prescribe its own rules and regulations consistent with the provisions of this Code and in accordance with any ordinances or resolutions governing the operation of said commission." Such rules and regulations are typically included in an organization's by-laws which staff will prepare as a "discussion and possible action item" for a future meeting.

While the Municipal Code does not require the election of a Vice Chairperson, staff recommends that the Commission do so in order to help ensure someone is always ready to lead a meeting.

Any member of a commission may serve as the Acting Chairperson at the organizational meeting. It is recommended that a continuing member of a commission facilitate the election of officers. When neither a continuing nor a new commissioner agrees to serve as an Acting Chairperson for the purpose of facilitating the election of officers, that agenda item may be facilitated by staff.

## **RECOMMENDATION**

1. The Acting Chairperson opens nominations (including self-nominations) for the positions of Chairperson, Vice Chairperson and Secretary.
  - a. Each commissioner may be nominated for as many offices as they desire, but may only serve in one office at a time. Allowing for multiple nominations at this point, eliminates the need to reopen nominations later should a commissioner who was nominated for Chairperson but not be elected to that office (for example) wish to be considered for another office.
  - b. After a commissioner is nominated for an office, he/she may have time to speak to why he/she desires the office. (The Acting Chairperson may set a time limit for such

speeches, if necessary.)

2. The Acting Chairperson closes nominations.
3. Staff will read the names of the commissioners who have been nominated for each office.
4. The Acting Chairperson calls for motions. Commissioners may proceed by electing one officer at a time, or, if the number of nominations is so limited as to make electing two or more officers with one motion appropriate, that process may also be used.
  - a. For example:
    - i. One officer at a time: "I nominate Martha Washington for Chairperson." or
    - ii. Two officers: "I nominate Martha Washington for Chairperson and Abigail Adams for Vice Chairperson." or
    - iii. Three officers: "I nominate Martha Washington for Chairperson, Abigail Adams for Vice Chairperson, and Martha Jefferson for Secretary."
  - b. If the motion does not receive a second, then Step 4.a. is repeated until a motion is seconded.
  - c. Once a motion is seconded, debate (discussion) on the motion may begin. The Acting Chairperson calls for debate / discussion on the motion.
  - d. The Acting Chairperson calls for public comments on the motion.
  - e. The Acting Chairperson closes debate / discussion on the motion and calls for a vote, for example, "All those in favor of Martha Washington for Chairperson, Abigail Adams for Vice Chairperson and Martha Jefferson for Secretary say "aye."" (Announce the number of "ayes.") Followed by: "All those opposed, say "Nay."" (Announce the number of "nays.") Followed by: "The motion passes." Or "The motion fails."
    - i. If the motion passes, i.e., a majority of commissioners vote in favor of the motion, the newly elected officers "assume their seats."
    - ii. If the motion fails, i.e., a majority of commissioners oppose the motion, then steps 4.a. - 4.e. are repeated until a motion passes.
  - f. Steps 4.a. - 4.e. are repeated (if necessary) until all three officers have been elected.

## **ATTACHMENTS**

None