

Nominee Requests & Officer Eligibility

The Council Appointed Officials Handbook and the Uniform Guidance for the Operations of City Commissions outlines Officers, Elections, and Terms of Office.

Each commission shall elect a Chair and a Vice chair annually in October of each calendar year. These officers shall assume their roles at the first commission meeting following their selection and serve for a term of one year. No other officers are authorized. A Chair may serve a second term if re-elected but may not serve more than two consecutive terms. If no commissioner volunteers to serve as Chair, the position shall default to the most senior commissioner who has not recently served as Chair. Commission members are eligible to serve as Chair only after completing at least one year on the commission.

Nominee requests should include nominee name and the position they want to be nominated for.

Nominees should ensure they meet Officer eligibility criteria prior to submitting their nominee request.

Officer Eligibility:

- Member with at least one year of service on the commission.

Officer Descriptions

Chair

- Preside over all commission meetings, following established rules of procedure to allow for the orderly flow of business in consultation with the staff liaison.
- Set agenda in consultation with Staff Liaison.
- Assume leadership/active role on a subcommittee.
- Make reports at CGC meetings as needed.

Vice Chair

- Assume responsibilities and assist Chair as necessary.
- Make reports at CGC meetings as needed.
- Act as Chair in presiding officers' absence.
- Assume leadership/active role on a subcommittee.